

REGISTRATION FOR THE 2005 FOREIGN SERVICE OFFICER WRITTEN EXAMINATION

UNITED STATES DEPARTMENT OF STATE



CAREERS
★ REPRESENTING AMERICA ★



Privacy Act Statement

Section 301 of the Foreign Service Act of 1980, as amended, 22 U.S.C. 3941, provides that the Secretary of State shall prescribe, as appropriate, written examinations for appointment to the Foreign Service. The principal purposes of the information collected on the registration form are to: 1) determine your eligibility to take the Foreign Service Written Examination; 2) register you for the Foreign Service Written Examination; and 3) ensure the integrity of the examination process. Routine uses of the information collected on the registration form include preparation of statistical reports and analyses. Such reports and analyses are prepared in such a way that they are not individually identifiable and may be shared outside the Department. In addition, information on the form may occasionally be provided to other federal agencies in response to a request for information in connection with the hiring or retention of an employee or to Members of Congress in response to an inquiry made at the request of that individual.

Your Social Security Number is used as your applicant identification number. Executive Order 9397 authorizes solicitation of your Social Security Number for use as an identifier in personnel records management, thus ensuring proper identification of candidates throughout the selection and employment process. Furnishing your Social Security Number, as well as other information requested on the form, is voluntary, but failure to do so may prevent timely processing of your application or may prevent us from registering you for the Written Examination.

Paperwork Reduction Act

The time burden of this form is estimated at an average of 15 minutes, including the time needed to look for, get, and provide the information required. The Paperwork Reduction Act informs us that you do not have to provide the information requested if this form does not display a currently valid Office of Management and Budget (OMB) control number. The OMB control number is 1405-0008 expires 09/30/2006. We would appreciate any comments on the estimated response burden, and recommendations for reducing it. Please send your comments to A/RPS/DIR, U.S. Department of State, Washington, D.C. 20520.

Registering for the Exam

The Registration Form for the 2005 Foreign Service Officer Examination must be completed, signed, and returned by the appropriate deadline below to be valid. This is the *only* form required to apply for the 2005 test. The examination is for entry-level Foreign Service Officer positions in the U.S. Department of State.

April 23, 2005 Test Date Registration Deadline:

March 16, 2005 for Foreign Test Centers

and

March 23, 2005 for U.S. Test Centers.

To obtain additional 2005 exam registration booklets, write to:

Foreign Service Written Examination (FSWE)
U.S. Department of State
Examination Division
2401 E Street, NW, 5th Floor
Washington, DC 20522—0151

Also, see our Web Site, www.careers.state.gov, to register for the Foreign Service Written Examination 2005

Important Information:

- (1) The Department plans to hire in all five career tracks.**
- (2) It is important that candidates who pass the written examination bring with them the DS-1950 , SF-86 and the Statement of Interest to the oral assessment.**

Read carefully for further changes and other important information contained in this registration book.

Registration Information and Form

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Foreign Service Officer Written Examination

Examination Date: Saturday, April 23, 2005

April 23, 2005 Test Date

Registration Deadline:

March 16, 2005 for Foreign Test Centers and March 23, 2005 for U.S. Test Centers.

Completed registration form must be received by these dates.

Eligibility Requirements to Take the Exam:

- Applicants must be citizens of the United States.
- Applicants must be at least 20 years old to apply. They must be at least 21 years of age to be appointed. All career candidates must be appointed to the Foreign Service prior to the month in which a candidate reaches age 60. Applicants must be at least 20 years of age and no older than 59 on the date of the examination.
- Availability for worldwide assignment, including Washington, D.C.
- No applicant will be considered who has previously been separated from the Foreign Service under sections §607, §608, §610 or §611 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu of separation under these provisions. In addition, no applicant will be considered who has previously been separated for failure to receive a career appointment under section §306 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu thereof.
- *No specific educational level or proficiency in a Foreign Language is required for applicants.*

The Department of State is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, disabling condition, sexual orientation, political affiliation, marital status, or prior statutory, constitutionally protected activity. The Department provides reasonable accommodation to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application or hiring process should so advise the Department. All decisions for granting reasonable accommodation are made on a case-by-case basis.

IMPORTANT REGISTRATION INFORMATION

One Examination This Year

For 2005, there will be only one written examination test date: April 23, 2005. There is no limitation on the number of times you may take the written examination. However, candidates may generally take the oral assessment only once each cycle.

Alternate Test Date

For registrants whose religion precludes them from taking the Foreign Service Written Examination on Saturday, April 23, 2005, our scheduled alternate date is Tuesday April 26, 2005.

Registration By E-Mail and Regular Mail

After registering on line and providing an e-mail address, you will in turn receive directions for downloading your Admission Letter. Early registrants will receive their Admission Letters after February 1, 2005. Registrants registering after February 1 and later can expect their Admission letter within 72 hours. Admission letters for registrants using regular mail or those not providing an e-mail will be sent out via regular mail as registration requests are received.

ID and Password

For on-line registrants, a personal log-on ID and password chosen by you at registration will be required to retrieve your FSWE results letter online. It is the responsibility of the registrant to remember this ID and password. You will be sent an e-mail providing directions for downloading your Results Letter. If you subsequently change your address or e-mail, write; ACT, Inc., P.O. Box 4070, Foreign Service Written Examination (82), Iowa City, Iowa 52243. You may also fax the changes to ACT at 319-337-1122. Include your full name and SSN in the request.

Registration Deadline

Completed registration form/online registration must be received by these dates:

March 16, 2005 is the registration deadline for Foreign Test Centers and

March 23, 2005 is the registration deadline for U.S. Test Centers.

Scoring

Applicants will be notified by e-mail or regular mail, whether or not their score is high enough to advance to the second phase of the employment process — the Oral Assessment.

Career Track

Candidates should fully inform themselves about the five career tracks in Foreign Service Work: Consular, Economic, Management, Political and Public Diplomacy. Descriptions of the career tracks are contained in this publication and on our web site at www.careers.state.gov. Candidates will be required to select their career track when registering for the Foreign Service Written Examination. Changes to the career track selection may be made before the exam and on the day of the exam. No changes may be made after the written exam.

Career Track Testing

For 2005, the Job Knowledge portion of the FSWE will contain a career track specific component.

Section I

The Foreign Service of the United States

The Foreign Service---its name invokes visions of intrigue in faraway places. A career in the Foreign Service can offer excitement, challenge, and the satisfaction of serving one's country. The Foreign Service is first and foremost a diverse corps of working professionals who are dedicated to representing America's interests---and responding to the needs of American citizens---in other countries.

If you are an American who cares about your country and its leadership in the international arena, and who is talented enough and tough enough to get the job done---consider a career in the Foreign Service. The world has gone through many dramatic changes recently, and the career diplomats of the Foreign Service have been in the forefront of those changes.

A Foreign Service career is more than just a job. It is a way of life that requires uncommon commitment, and offers unique rewards, opportunities, and sometimes hardships. It is a way to serve your country by reaching your professional potential in an international arena.

Diplomacy is America's first line of defense. Sustained military strength and flexibility are necessary to assure national security, but the conduct of U.S. relations with the nations of the world through an effective international presence and discerning diplomatic leadership is what makes the United States a force for peace. Relatively small investments in diplomacy now to prevent conflict, promote democracy, and protect the environment decrease the possibilities of much more costly conflicts later, and help ensure the prosperity and well-being of the American people.

• Global Challenges of the New Diplomacy

The challenges to today's Foreign Service extend well beyond the confines of traditional diplomacy. There are many new issues of critical importance to our nation's foreign policy: strengthening democratization and human rights around the world, halting the proliferation of weapons of mass destruction, strengthening peacekeeping capabilities, dealing more effectively with global environmental problems, elevating our concern about global population, refugee and migration issues, fighting international crime and terrorism, dealing with ethnic and religious affairs, and penetrating new markets for American business.

To deal effectively in the foreign affairs environment of the twenty-first century, the Foreign Service must develop new skills and greater knowledge in areas such as administration and management, economics, trade, science, technology, and the environment.

To be truly representative of today's United States, the Foreign Service must consist of the best of America's people from all racial and ethnic origins, from diverse educational backgrounds, from varied economic and social backgrounds, and from every state of the nation.

- **The Lifestyle**

A career in the Foreign Service can be uniquely rewarding. It offers the pride and satisfaction that come from representing the United States and protecting American interests abroad. Yet it sometimes involves uncommon hardships. Many overseas posts are in small or remote countries where harsh climates, health hazards, and other discomforts exist, and where American-style amenities frequently are unavailable. To succeed in the Foreign Service, one must be strongly motivated, enjoy the challenge of formidable competition, and possess an ardent dedication to public service.

- **The Search**

The search for extraordinary men and women to serve as Foreign Service Officers is intense, and the qualifying process is rigorous, demanding, and highly competitive.

- **The First Step**

Each person taking the examination must submit a completed registration form prior to the established deadline date. The Foreign Service Written Examination will be given only once in 2005, at numerous locations in the United States and at American embassies and consulates abroad.

- **Employment Time Frame**

Application to become a Foreign Service Officer begins with registration for the Foreign Service Written Examination. Applicants who pass the written examination and the written essay must then successfully complete a day long oral assessment process, undergo a background investigation, and receive a medical clearance and final suitability review, all described on the following pages. This can be a lengthy process and one that requires a unique commitment from the candidate.

- **Timeframe**

Activity	For April 23 test date
Registration forms and on line registration accepted at ACT and receipt cards sent to registrants	January 2005 - March 2005
Mailing of admission tickets begins for Written Exam	February 2005
Deadline for receipt of applications to take exam overseas	March 16, 2005
Deadline for receipt of applications to take exam in U.S.	March 23, 2005
Written Exam administered worldwide	April 23, 2005
ACT begins to e-mail/regular mail test results	Late July 2005
Oral Assessments begin	September 2005

- **What Does a Foreign Service Officer Do?**

The Department of State is the nation's oldest "multinational corporation" with representation in over 160 countries, supported by a comparatively small staff of professionals headquartered in Washington, D.C. Foreign Service Officers (FSOs) can be sent anywhere in the world, at any time, to serve the diplomatic needs of the United States. They are the front-line personnel of all U.S. embassies, consulates, and other diplomatic missions. .

At the dawn of the twenty-first century, the Department of State faces a growing and complex web of foreign policy challenges and therefore seeks not only candidates interested in political science and international relations, but also candidates who can manage programs and human resources. Transnational issues will also characterize the diplomacy of the future. Among these new priorities are: science and technology, including the global fight against diseases such as AIDS, and efforts to save the environment; anti-narcotics efforts and trade. The Department of State also has an increasing need for candidates with training and experience in management and administration.

The Department of State requires that applicants select a "Functional Area of Specialization," or "career track," when applying to take the written examination. The Foreign Service career tracks are: Consular, Economic, Management, Political and Public Diplomacy. The choice of a career track is the first important decision potential Foreign Service Officers must make. Prospective candidates are urged to read carefully the following descriptions of the five career tracks, as well as the comprehensive supplemental information available at www.careers.state.gov.

CAREER TRACK CHOICES

- **Consular**

You are escorting an American woman who has come to retrieve her two children, abducted by their father from the United States. She has received permission from the local court to take the children home, but you are concerned she may have trouble. Sure enough, she and the children are stopped by passport officers, who place her under arrest for kidnapping. Through the police, you discover the father has obtained a stop order from a local prosecutor, and you quickly contact the Ministry of Justice to intercede for the American mother. Awaiting a reply at the airport police station, you see the father arrive to receive the children. You ask the police to intervene but they refuse. The Ministry of Justice finally responds ordering the mother's release and giving her temporary custody of the children. She and the children leave without further incident and the matter is later resolved through the courts.

You will face many situations in your career as a consular officer requiring quick thinking under stress. You develop and use a wide range of skills from managing resources to conducting public outreach to assisting Americans in distress. You are also the front line of defense in protecting U.S. borders from foreigners who seek to break U.S. laws.

As a junior officer, you will probably supervise several locally hired employees as you manage the crucial work of adjudicating visas to determine who may enter the United States. You also will also provide American Citizen Services (ACS) assisting American citizens in emergency situations, such as arrest or hospitalization, and with routine matters, such as passport issuance and notarial services. You will respond to inquiries from a range of sources, including attorneys and congressional offices. You will also work to combat consular fraud. You are the first, and, in many cases, the only contact many people have with the U.S. Embassy or Consulate.

As a mid-level consular officer, you will manage a small consular section or part of a large one, such as the ACS Unit, Anti-Fraud Unit or a visa unit. You will probably supervise American junior officers and a number of FSNs. You will have the opportunity to make complex decisions regarding visas and American Citizen Services, to show your resourcefulness and to resolve challenging management issues involving workflow and human resources. You will also provide guidance to junior officers in all areas of consular operations and in overseas life and work. If you work in the Consular Affairs (CA) Bureau in Washington, you will probably provide support to consular officers in the field on visa, ACS, fraud, and management issues.

As a senior officer, you will manage a large consular section and will supervise a number of American officers, and local staff members. You will report to the post's senior management and to Consular Affairs in Washington on all consular matters. In addition, you engage in a variety of public outreach functions such as speaking to the press or to American organizations. In a Washington assignment, you will probably head up an office with policy responsibility for fraud or visa operations, adoption and other children's issues, or other services.

- **Economic**

You are helping to negotiate a new “Open Skies” civil aviation treaty with a major European country that is a popular tourist destination for millions of Americans. Your efforts will bring potentially millions of dollars of new business to U.S. airlines every week, lower prices for passengers and more flights from which to choose. Even better, you soon see the results of your efforts as the U.S. airlines launch an advertising campaign for the upcoming tourist season.

At all stages of your career, as an Economic Officer you use economic analysis skills to develop expert knowledge of the economic foreign policy issues facing the U.S., and to advance U.S. economic and commercial interests. In the field, you build wide contact networks in host countries to gain information on local developments, and report and provide advice on these matters to Washington policy makers. You also advocate for U.S. interests both in bilateral and multilateral forums. In many countries American companies having interests in the host country look to you for accurate information and help. You seek a fair playing ground for these companies, arguing against unfair barriers to trade. You also identify opportunities for U.S. exports, and provide this information to the U.S. Department of Commerce and others. In Washington, you work with other agencies, and with organizations outside of government, such as the U.S. Chamber of Commerce, as well as the IMF and World Bank. You may also work on related issues, such as those affecting the environment.

As a junior officer, you will work in a section under the direction of a more experienced officer. You will develop a network of contacts in the host government and local business community so as to keep informed on local developments. You will prepare economic analyses and may recommend strategies for implementation of U.S. policies. At a small post, you may supervise one or two locally hired employees working on trade issues and maintaining a small Commercial Library.

As a midlevel officer, you may be chief of a small Economic Affairs Section, supervising a small local staff and one or two Junior Officers. You may brief the Ambassador and visiting dignitaries/business people on local conditions and issues that affect U.S. policy, and support the visits of U.S. officials on these matters. You will report or supervise reporting to Washington. As instructed, you will seek to persuade the host government to support U.S. policies on a range of economic and commercial issues.

As a senior officer, you will have major responsibility for developing and implementing U.S. policy on bilateral and multilateral economic and trade issues, including debt relief, free trade, international finance and development assistance. You will handle a wide variety of sectors, from aviation to banking to transportation, working closely with U.S. Government officials in other agencies.

- **Management**

You are negotiating with a landlord for the lease of a multi-million dollar embassy annex when you receive a call from your office assistant. The Ambassador has asked you to participate in a meeting at the Ministry of Foreign Affairs to discuss street closures and building permit issues. You are then scheduled to attend the Inter-Agency Housing Board meeting, followed by a budget briefing and finally an evening event at the school.

As a Management Officer, you use the same skills as good business managers in multinational corporations. You employ the resources of the U.S. Government to support the work of the Foreign Service. You and your team maintain Government offices and residences, buy equipment, supplies, and services for staff, supervise recruitment and hiring of all local staff, advocate for the interests of the Embassy with the host government, and ensure efficient handling of multimillion-dollar budgets within complex regulations.

As a junior officer, you spend more time out of the office than in it. “Management by Walking Around” is how you solve problems. You may run a General Services Unit within the Management Office of a large Embassy, or in a small Embassy you may be the sole Management Officer. You learn the inner workings of the Embassy, and come to know your customers—the Chief of Mission (Ambassador), Deputy Chief of Mission, Principal Officers of Consulates, heads of other U.S. Government agencies, plus the many local and American staff (and their families). Working closely with your local staff, you have broad contacts with host country officials and local businesspeople. You use and develop your foreign language capabilities, test your negotiating skills, and learn what works in the host country’s culture and what doesn’t. You adapt to local levels of infrastructure support to make the Embassy’s work possible. You have decision-making authority and autonomy to resolve problems.

As a mid-level officer, you will run a Management Office for a medium-size Embassy or Consulate, or perhaps supervise a Human Resources Unit for 1,000 employees—both American and locally hired staff. You may be responsible for the proper handling of a \$50 million budget. Your Embassy may need maintenance for 200 government-owned and short-term leased residences and office buildings, or a 100 vehicle motor pool. As head of a Management Office, you may present documents to the host government on interpretation of diplomatic privileges and immunities, applications of tax reciprocity laws, spousal employment, or the treatment of American diplomats with customs or traffic violations. You may formally introduce to the Embassy the latest management practices or other “best practices” business systems.

At the senior level overseas, you may be a Deputy Chief of Mission or Ambassador, a Principal Officer at a large U.S. Consulate, or you will be a Management Counselor at one of our largest and most complicated posts. In a Washington assignment, you may direct an office that determines budget allocations for embassies throughout a region, funds and directs the building of new Embassies, or coordinates assignments of Foreign Service personnel.

- **Political**

It is late on election night, but as the Embassy's sole political officer you are in close touch with your media and host country contacts, waiting for the final results for an urgent report to Washington. You have on hand biographies for key figures in each party who could be in a new government. For weeks you have analyzed their positions on issues vital to the United States, and consulted your contacts about the implications of the possible outcomes. In short, you know what you will write, you just need to know who won. Impatient, you consider phoning a good contact who is on the local election committee. You would like his inside view, but do not want anyone to think that you were involved in any way in the polling. Just then, the results are announced, and you quickly draft your report for the Ambassador's approval.

As a political officer, you often work behind the scenes to analyze and report on local issues and events. You have excellent communication skills, both oral and written, to convey clearly, concisely and persuasively often complex messages. In-depth knowledge of local culture and history helps you understand events and tailor the U.S. message most effectively. You also draw on that knowledge to advise U.S. policy makers of local views and their implications. You use interpersonal skills to develop close contacts for information exchange and to promote U.S. positions.

As a junior political officer, you will likely have your own portfolio, probably focusing on one segment of society, such as the major groups in religion, labor, or academia. You will make contacts with leaders of this segment, with junior officers of the major political parties, and with officials at an appropriate level in the Foreign Ministry and other Ministries. You may supervise a locally hired political specialist, who has developed many contacts in important segments of society and who advises on local political and social developments. You will follow local newspapers and accompany more senior officers on calls, taking notes and writing reports on the meetings.

As a mid-level political officer, you will serve as political section head at a small post, where you will advise the Ambassador, maintain contacts with political figures, and supervise one or more junior officers and locally hired political specialists. You will monitor and report on key issues, present demarches to the host government, and meet with other diplomats to explain the U.S. position on various issues and to gather information. You will arrange visits of Washington officials, scheduling meetings and accompanying them to take reporting notes. You may serve at the U.S. Mission to an international organization, where you will meet regularly with the organization's staff to present the U.S. view and collect information, or with officer from other Missions to coordinate a response to a particular issue. You will assist U.S., delegations coming from Washington by gathering information and papers in advance, and by acting as their liaison with the Secretariat and with other delegations.

As a senior political officer, you will manage a large political section and supervise a number of officers. You will advise the Ambassador and present demarches to the host government. You will meet regularly with political and social leaders and perhaps give speeches explaining the U.S. position on a variety of issues. If assigned to Washington, you will likely direct the work

of an office or be an advisor to a senior Department official. You may head delegations to meetings abroad, both bilateral and multilateral. You will be responsible for drafting policy documents and statements for senior Department officials and for use by Embassies abroad.

- **Public Diplomacy**

The front pages of the local morning newspapers prominently accuse the U.S. Government of “environmental terrorism”, claiming U.S. involvement in a toxic waste dump north of the capital. You alert the Ambassador to the story, then with the help of your locally hired assistant, you weigh its implications. You consult on the facts with the Embassy’s Economic Officer, and learn that an American city did play a role in the matter, but the Federal Government did not. By mid-morning you’ve edited the Economic Counselor’s draft press statement to ensure the facts and responsibility are clear. By noon, you’ve faxed it to local press, and granted three radio interviews in the local language. Although some damage has been done to the U.S. image, you and your team have corrected misperceptions of American responsibility.

The work of a Public Diplomacy Officer is varied and demanding. It involves a high degree of outside contact work across a wide spectrum of endeavors, dealing with the independent media, Ministry of Information, universities, cultural and arts institutions, libraries, think tanks, and non-governmental organizations. You are the “face” of the U.S. Embassy, maintaining contacts with key people who influence public opinion. You and Embassy colleagues identify key people and institutions where a special effort is vital to achieve mutual understanding. You depict U.S. views and policies accurately, but you also serve as the antenna for local editorial and public opinion, detecting shifts that can affect U.S. interests. You need excellent communication and language skills, a strong sense of cultural and other nuances that affect how the U.S. message is received, and the management skills needed for handling cultural education exchanges and other programs.

As a junior officer you will be assigned as Assistant Cultural or Information Officer, reporting to a Public Affairs Officer. You may coordinate exchange programs sending Embassy-selected individuals to the United States on three-week fact finding tours, or you may serve on a local Fulbright selection board and monitor the travel and professional programs of grantees both in your country and in the United States. As an Information Officer, you will be the principal Embassy contact with reporters, editors, broadcasters, journalism trainers who seek up-to-date and accurate fact checks on U.S. policy, or assistance with methodology of fair reporting. Through your work in bolstering the media sector, you promote U.S. core values of free speech and transparency.

As a mid-level officer you may manage a cultural or information section of a U.S. Embassy, overseeing the budget, programming exchange opportunities programs, and organizing focused programs and discussion groups in your residence with local colleagues on topics of mutual interest. You may also be responsible for an Information Resource Center, or a language institute. Often a mid-level officer either sits on Fulbright boards or chairs or Fulbright Commission.

As a senior officer you may manage regional or global exchange programs from Washington, or represent an Embassy overseas as its spokesperson and as manager of its culture and media programs. You may be responsible for significant budget and staff resources and usually are responsible for country wide programs. As a Senior Country Public Affairs Officer, you are a member of the Ambassador's senior staff and advise the Ambassador and other senior colleagues about the media, cultural, and educational climate of the country.

PREREQUISITES FOR PERFORMING WELL IN ANY CAREER TRACK

A 1997 Job Analysis of the Foreign Service Officer position identified certain knowledge, skills, and abilities (KSAs) which prospective Foreign Service Officers should possess prior to entry into the Foreign Service.

Knowledge of the following areas was identified as essential for success across all five career tracks (Consular, Economic, Management, Political and Public Diplomacy): proper English usage; U.S. society, culture, economy, history, government, political systems, and the Constitution; world history and geography; and world political and social issues. Additionally, all Foreign Service Officers should know about basic mathematics and statistics, computer usage, principles of management, interpersonal communication, and basic economic principles.

The 1997 job analysis also indicated that greater or more in-depth knowledge is needed in some of the above areas depending on the career track. For example, in-depth knowledge of the Constitution, world geography, economics, management, communication, and computer usage may be required.

The 1997 Job Analysis also identified the following skills and abilities as important in the work of a Foreign Service Officer across all career tracks: strong interpersonal and communication skills; adaptability and stress tolerance; good problem solving and decision making; integrity and dependability; ability to plan and set priorities; and initiative and leadership.

THE FOREIGN SERVICE SELECTION PROCESS

- **Qualifying for Appointment to the Foreign Service Officer Program**

No specific educational background is required to become a Foreign Service Officer. However, most successful officers have a broad knowledge of international and domestic affairs, U.S. and world history, government and foreign policy, and American culture. The best preparation is a good education, including courses in English, management, history, government, international relations, geography, literature, economics, business, public administration, U.S. politics, political science, language, social sciences, and international trade.

Most successful FSO candidates have at least a bachelor's degree. In recent years, many candidates have also had advanced degrees in international relations, economics, business administration, law, journalism, or other areas. Many also had work experience in various fields before their appointment and worked, attended school, or traveled overseas.

The clearance process considers such factors as: registration for the Selective Service; failure to repay a US Government-guaranteed student loan; past problems with credit or bankruptcy; failure to meet tax obligations; unsatisfactory employment records; violations of the law; drug or alcohol abuse; a criminal record, less than honorable discharge from the armed forces. Extensive travel, education, residence and/or employment overseas may extend the time it takes to obtain a clearance.

The Department has not implemented, and does not intend to implement, any "blanket rule" regarding dual citizenship. In making security clearance determinations, DS will continue to evaluate dual citizenship issues on a case-by-case basis. Applicants will be questioned about dual citizenship as part of their initial subject interview. Potential candidates who have any serious issues which could prevent them from receiving their clearance should give some thought to the likelihood of their being found ineligible before starting this process.

- **The 2005 Foreign Service Written Examination**

Entry into the Foreign Service involves extensive screening, part of which includes the Foreign Service Written Examination and a separate all-day oral assessment exercise.

The Foreign Service Written Examination is a day long test. The test draws upon a candidate's writing skills, general background, experience, and education, and measures knowledge of English expression and other subjects basic to the functions of the Foreign Service. The exam includes a Biographic Information Questionnaire, which measures skills and abilities such as integrity, problem solving, and cultural sensitivity. These attributes are important for effective performance in the Foreign Service.

On April 23, 2005, the Foreign Service Written Examination for the U.S. Department of State will be given throughout the United States and at U.S. embassies and consulates abroad.

Registration deadlines for April 23, 2005 are March 16, 2005 for foreign test sites, and March 23, 2005 for U.S. test sites. Instructions for registering for the examination and sample questions are contained in Sections II and III of this booklet.

- **Test Day**

Foreign Service Written Examination applicants must report to their assigned test centers no later than 8:00 a.m. on test day. Please plan accordingly. The test day will end at approximately 2:10 p.m.

- **Examination Content**

Performance on the Written Examination is based on the scored items in each section. In addition to the scored items, a smaller number of un scored items is included in the examination for research purposes. Since these items are indistinguishable from those that are scored, it is important that examinees answer all the items in each section of the Written Examination to the best of their ability.

The Written Examination consists of the following components:

- a test of job-related knowledge including a section based on career track
- a biographic information questionnaire
- a test of English expression and usage
- a written essay

- **Job-Related Knowledge Test**

The job-related knowledge test measures the candidate's depth and breadth of knowledge and understanding of a range of subjects determined by the 1997 Job Analysis that are important for performing the tasks required of Foreign Service Officers. Topics covered appear later in this registration book. For 2005, this test will be organized into two sections: a general section taken by all candidates, and a section based on the career track that the candidate has selected.

The general section of the test consists of questions concerning topics that were found to be equally important across all five career tracks. There are five career track sections of this test that cover topics that were found to vary in importance among the five career tracks. Each candidate will complete one career track section corresponding to the career track he or she has selected. The career track sections are equal in length, and approximately equal in length to the general section with performance on the career track section taken by the candidate. Separate scores for the general and career track sections will not be computed.

Prior to beginning the job-related knowledge test, candidates will mark the test form number for their selected career track on their answer sheet. After completing the questions in the general section, the candidate will immediately turn to and complete the questions in the career track

section in the test booklet that corresponds to the career track that was marked on the answer sheet. **It is very important for candidates to turn to and take the career track section of the test booklet that corresponds to the career track marked by the candidate on the answer sheet; scoring will be based on the career track test form number marked on the answer sheet.** Only one career track section may be taken. The career track section taken must correspond to the career track test form number marked by the candidate on the answer sheet, since this is the only career track section that will be scored. A single time limit will be allowed for completing both general and career track sections; there will be no rest break between the general and career track sections

- **Biographic Information Questionnaire**

The Biographic Information Questionnaire measures the candidate's experience, skills, and achievements in school, employment and other activities. The questionnaire does not penalize candidates who have not gone to college, who have no previous work experience, or who have varied patterns of education and experience but, rather, credits candidates for what they have achieved relative to the opportunities they have had. It is designed to supplement the other portions of the examination by providing an assessment of personal characteristics gained through experience, skills, and achievements.

- **English Expression and Usage Test**

This test measures knowledge of correct grammar, organization, usage, spelling, and punctuation required for written reports and for editing the written work of others. The test includes questions in each of these areas. Sample questions appear later in this registration book.

- **Written Essay**

Candidates may be given a selection of topics, and are given fifty minutes to hand-write an essay on one topic which will be evaluated on the quality of the writing which includes development of ideas, structure, clear language, and the standard use of conventions, not on one's opinions expressed.

Passing first the Written Examination and then the Written Essay are requirements to continue in the selection process. The pass/fail score for invitation to the Assessment Center is determined by anticipated hiring needs.

- **Scoring**

The Written Exam is scored in a two-step process. The Job Knowledge, English Expression and Biographic Information Questionnaire are scored on a scale of 0-200. A score floor determines how many of these exams go on to the essay grading. A score floor is established also for the essay, this determines which examinees will proceed to the Oral Assessment.

- **Request for Re-Scoring Answer Documents**

The Department of State and ACT, Inc. maintain a variety of quality control procedures to ensure the accuracy of score and score reporting. However, if you think a scoring error has occurred, you may submit a written request for re-scoring. The answer documents for all three multiple-choice sections will be re-scored by hand for a fee of \$30. The fee to re-evaluate the written essay section of the FSWE is \$30. Copies of the written essay or multiple choice answer sheets will not be released or provided to examinees.

The results of re-scoring will be reported to you in writing about two to three weeks after the request is received. Requests for re-scoring must be received by the FSWE Program Office at ACT within five months after the test date. In your letter, identify yourself by your full name, SSN, mailing address, and section of the test you want re-scored. Enclose a check or money order payable to ACT, Inc. for the appropriate amount and mail to Foreign Service Written Examination, P.O. Box 4070, Iowa City, Iowa 52243-4070.

- **Study Guide**

A Study Guide is available to help candidates prepare for the written examination and oral assessment. The Study Guide contains sample topics for the written essay and a sample version of two segments of the Written Exam---English Expression and Job Knowledge. Explanations of the answers for the two segments are provided as well. There are also examples of the Biographic Information Questionnaire and the exercises in the Oral Assessment. The order form for the new Study Guide published by ACT is at the back of this book. The Study Guide may also be ordered and downloaded from the State Department's web-site: www.careers.state.gov.

- **Alternate Test Date**

Applicants whose religious beliefs preclude them from taking the examination on a Saturday may apply to test on an established alternate test date. The request for a candidate to take the exam on the alternate date must be sent in writing. You must send a letter from your cleric to confirm your affiliation with a recognized body that observes its Sabbath throughout the year on Saturday. This should be sent with the completed Registration Form using the preaddressed envelope in the registration book. **For this request, please do not choose on-line registration as the method for registering.** The required documentation needs to accompany and be submitted at the same time as the paper registration form. **Saturday Sabbath observers will be registered to take the exam on Tuesday, April 26, 2005.**

TESTING OF INDIVIDUALS WITH DISABILITIES

The Foreign Service Written Examination is prepared and administered by ACT for the U.S. Department of State. In accordance with Federal law, the Department of State will provide reasonable accommodation to enable qualified applicants with disabilities to take the FSWE. Accommodation may include a reader provided by ACT, a person to record answers, a separate testing room, extra testing time, a braille or cassette version of the test, and/or large-print versions of the exam.

Requests for accommodation and **complete** supporting documentation must be submitted along with your completed application and received by ACT no later than the deadline dates of March 16, 2005 , for foreign test sites , and March 23, 2005 , for U.S. sites for the April 23, 2005 examination.. Use the address on the enclosed return envelope. **Requests that are incomplete or are not supported by appropriate documentation by the registration deadline may not be approved.** Candidates who need accommodation are requested to register as early as possible in order for ACT to have sufficient time to make the necessary arrangements. **Please do not choose on-line registration as the method for registering.**

Candidates receiving accommodation will receive a letter from ACT confirming the accommodation to be provided. If your request is incomplete or otherwise does not support the accommodation request, ACT will notify you in writing. You may then provide complete or updated documents prior to the deadline. Every effort will be made to assign you to your first choice of test center; however, some test centers may be unable to provide certain types of accommodation.

Application Requirements for Any Type of Disability

1. Completed registration materials.
2. Your written request for accommodation, including:
 - (a) a detailed description of your disability; anda detailed description of the accommodation necessary for you to take the Written Examination. If additional testing time is necessary, your request must include the precise amount of time needed; for example, time and a half, or regular test time but longer breaks between sections.
3. A letter, prepared within the last five years on office letterhead, from your physician or other specialist licensed or certified to diagnose and treat your disability. Your physician's or specialist's letter must include:
 - (a) current professional diagnosis of your disability;
 - (b) the specific accommodation required as a result of the disability;
 - (c) an explanation of the need for the accommodation and how the functional limits of the disability relate to test-taking activity; and
 - (d) the treatment provided and the last date of treatment.

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4. A statement from either you or your specialist or other doctor describing past testing accommodation, if any.

If the accommodation required includes additional testing time, your physician or specialist must include the precise amount of time needed **as well as the diagnostic basis for the additional time**. If the accommodation required is due to a diagnosis of a **cognitive (learning) disability**, your physician or specialist must include additional documentation. Please see below.

Additional Documentation Requirements for Diagnosis of Cognitive (Learning) Disability

If you require testing accommodation due to a cognitive disability, your physician or specialist must provide the following documentation **in addition to what is described in paragraph 3 above**. All tests used by your physician or specialist to support a diagnosis of cognitive disability must be reliable, valid, standardized, and age appropriate. All standard scores and percentiles (including those of sub-tests) must be included in the documentation.

1. A report that includes a description of the **presenting problem(s)** and its (their) **developmental history**, along with a **specific diagnosis** and evidence that alternative explanations were ruled out.
2. A neuropsychological or psychoeducational evaluation that includes the results of an **aptitude assessment** using a complete and comprehensive battery. (The preferred instrument is the Wechsler Adult Intelligence Scale-III. Another acceptable instrument is the Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Cognitive Ability.)
3. The results of a complete **achievement battery**, including a report of current levels of academic functioning in relevant areas such as reading (decoding and comprehension) and written language (e.g., the Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Achievement; the Nelson-Denny Reading Skills Test; or the Scholastic Abilities Test for Adults).
4. The results of an assessment of **information processing** (e.g., short- and long-term memory, sequential memory, processing speed, executive functioning) using appropriate instruments (e.g., the Wechsler Memory Scale or relevant sub-tests from the Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Cognitive Ability).
5. The results of other appropriate assessment measures to support a **differential diagnosis** or to disentangle the cognitive disability from co-existing neurological and/or personality disorders.
6. **If the diagnosed cognitive disability is attention deficit/hyperactivity disorder (ADHD)**, the physician or specialist should provide relevant batteries as described above to determine patterns that support attention problems. The physician or specialist also must provide:

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- a measure of reading speed,
 - a review of DSM-IV diagnostic criteria for ADHD,
 - a description of which impairment-causing symptoms were present in childhood,
 - a description of which current symptoms have been present for at least the past six months, and how the symptoms relate to the test-taking activity.

Candidates with Disabilities

The Department of State provides reasonable accommodation to Foreign Service candidates with disabilities throughout the pre-employment process. For qualified candidates who will require accommodation upon appointment, the Office of Employee Relations is responsible for determining whether reasonable accommodation can be provided. In order to be considered qualified, a candidate must meet all requirements for appointment to the Foreign Service. This includes having received an unlimited medical clearance from the Office of Medical Services or a waiver of the worldwide availability requirement from the Employment Review Committee.

• Assessment Center and Oral Examination

Based on performance on the Written Examination and the Written Essay, a limited number of candidates will be invited to participate in a full-day Assessment Center test exercise conducted by the Foreign Service Board of Examiners. Assessments are conducted in Washington, D.C., and in other major cities in the United States. Travel to the Oral Assessment site is at the candidate's expense.

On your Foreign Service Written Examination answer sheet, you will have the opportunity to indicate an Assessment Center location or advise us of a geographic preference for the oral assessment should you qualify. These oral assessments will normally take place within five to ten months following the Written Examination. The Assessment Center exercises are based on the 13 dimensions identified as common to Foreign Service entry-level jobs. The oral assessment tests the abilities and personal characteristics considered necessary to perform that work. Candidates are advised at the end of the assessment day if they are eligible to continue their candidacy. For more information and a sample of the Oral Assessment go to www.careers.state.gov.

• The Path to Appointment

Candidates who pass the oral assessment, and who receive security and medical clearances and pass a final suitability review, may be offered time-limited appointment as a Foreign Service Officer career candidates pending tenure.

• List of Eligible Hires (LEH)

A candidate's score from the Oral Assessment determines his/her position on a List of Eligible Hires (LEH). Names are rank-ordered by career track based on performance in the oral assessment. A candidate's rank may be raised by veteran's preference, and/or a demonstrated

proficiency in a foreign language through a telephonic assessment conducted by the School of Language Studies at the Department's National Foreign Affairs Training Center. It is important to note that a candidate is not assured of a conditional offer of employment simply by being on the LEH. Candidates remain on the LEH and eligible for appointment for 24 months.

- **Medical Clearance**

Foreign Service members must be able to serve at any overseas post. Many facilities are remote, unhealthy, or have limited medical support. Therefore, each candidate must meet medical fitness standards which are, of necessity, often more rigorous than those of other professions. Prior to being appointed to the Foreign Service, candidates must have a thorough medical examination and receive an unlimited medical clearance for assignment worldwide. After receiving a conditional offer of employment, each candidate is provided with instructions for the examining physician (s), which outline the precise requirements, and a voucher, which authorizes the Department of State to pay for the exam. Candidates living within a fifty-mile radius of Washington, DC must have the medical exam performed by the Office of Medical Services. While the candidate must be medically cleared for full overseas duty, the Department of State no longer considers the medical condition of eligible family members for pre-employment purposes. However, the Department still requires medical clearances for family members before they can travel overseas to accompany an employee on assignment at US Government expense. Family members who, for medical reasons, cannot accompany an employee on an overseas assignment, may be eligible to receive a separate maintenance allowance.

- **Worldwide Availability**

Worldwide availability is an essential qualification for appointment to the Foreign Service. Regardless of who administers the medical exam, the Department's Office of Medical Services determines whether or not a candidate is available for assignment to all Department of State posts worldwide. Many medical conditions that require monitoring or follow up care or are prone to exacerbation in certain overseas environments, will likely result in a finding of non-worldwide availability and thus disqualify a candidate from eligibility. In cases where medical problems lead to a denial of medical clearance, at the candidate's request the Employment Review Committee will determine whether the medical disqualification should be waived. The committee operates on a case-by-case basis and only grants waivers if it is clearly in the best interests of the Service.

- **Background Investigation**

A comprehensive background investigation, conducted by the U.S. Department of State in cooperation with other Federal, state, and local agencies, provides information necessary to determine a candidate's suitability for appointment to the Foreign Service and for a top secret security clearance. Consideration is given to such factors as registration for the Selective Service, repayment of any U.S. Government-guaranteed student loans, credit history, payment of Federal and state tax obligations, employment record, substance abuse, and criminal record.

Candidates who are found unsuitable for the Foreign Service as a result of the background investigation or who cannot be granted a security clearance are ineligible for appointment.

- **Final Review Panel**

As soon as the security clearance is completed, the Board of Examiners will convene a Final Review Panel. The Final Review Panel assesses all of the information related to the application to determine suitability for appointment to the Foreign Service. All Foreign Service employees must receive a valid medical, security and suitability clearance as a final condition of employment with the Department of State.

- **Career Track Registers**

Candidates who received an Immediate Conditional Offer and who have successfully passed the security background investigation, the medical clearance and the final suitability review process

(FRP) are placed on a rank-order Career Track Register. Appointments to an entry-level position in one of the scheduled A-100 classes are made from the five registers. Candidates may remain on the register for 18 months.

- **Yearly Hires**

The number of candidates hired each year varies with the needs of the Foreign Service and does not always equal the number of candidates on the Registrar. Offers of employment are made in rank order from the LEH as Junior Officer orientation classes are formed. Every attempt is made to give new employees ample time to make personal arrangements to come on board. Since the Foreign Service is a career service, appointments are made at the entry level based on education, professional experience and if applicable based on the current Federal base salary chart.

- **Entry Level Salary Range**

The entry level FSO salary range is \$ 37,926 to \$ 68,315 and is primarily determined by education and relevant work experience. Fluency in certain foreign languages may qualify candidates for language incentive pay while serving at posts where these languages are used.

- **Training**

On entering the Foreign Service, all new officers receive several weeks of basic orientation at the National Foreign Affairs Training Center in Arlington, Virginia. An officer can expect up to seven months of subsequent training prior to the first overseas assignment, much of it involving language instruction, as needed. Entering officers who already have professional competence in a foreign language may have a significantly shorter training period before leaving on their first overseas assignment.

Section II

Registering for the Examination

Please make sure you meet all the requirements on page 1 before you register to take the Foreign Service Written Examination. No exceptions can be made to the eligibility requirements for Foreign Service Officer candidates.

To take the Foreign Service Written Examination on April 23, 2005, each applicant must register in advance by submitting a completed 2005 Registration Form either on paper or through the on line application available starting mid-January 2005 at www.careers.state.gov.

It is to your advantage to register early. Every effort will be made to register you for the test center of your choice; however, please note that space at some test centers is limited. It is the applicant's responsibility to ensure that the application is **RECEIVED** no later than March 16, 2005, for foreign test sites, and March 23, 2005, for U.S. test sites for the April 23, 2005 examination. Applicants should consider overnight delivery if facing severe time constraints.

Before completing your application, please read carefully the corresponding instructions below. Follow the instructions to avoid errors that may delay or invalidate your registration. Send only a completed 2005 Registration Form which is enclosed in this booklet; additional materials will be discarded, unless you are requesting Tuesday testing or accommodation.

Registrations for both foreign and U.S. centers will be processed as they are received, online registrants can expect admission letters by e-mail within 72 hours after February 1. Mail registrants will be handled as they are received.

For U.S. test sites, if you have not received your admission ticket at least one week before the test date, please telephone ACT at 1-800-205-6358, between 7 a.m. and 6 p.m. Central Time. For foreign test sites, if you have not received your admission ticket at least one week before the test date, please notify ACT at (319)341-2500, between 7 a.m. and 6 p.m. Central Time or by fax at (319)337-1122.

The only testing location at which you are guaranteed a seat to take the Written Examination will be shown on your admission letter. Please have the admission letter with you when you arrive at the assigned testing center. Test supervisors will admit only those applicants having admission letter for that specific test site. If space is available, those with valid admission tickets will be tested.

Completing the 2005 Registration Form

The 2005 Registration Form is enclosed in the envelope in the center of this booklet and must be completed and returned by the appropriate deadline to register for the exam. To complete this form, please use only a **No. 2 pencil**; do not use a pen or other marker. A scanner will read the spaces you fill in on the form, so please fill them in neatly, completely, and accurately.

Print your responses in the spaces provided on the form and then fill in the appropriate oval in the column below the box for each item.

1. Name and Mailing Address

Print your name, mailing address, telephone number, and e-mail address, if you have one, on the lines provided. Be sure to fill in this block completely. Use this block to enter your telephone number. Be sure to write your complete address, country, country code, city code and phone number if you're overseas. Write the complete telephone number in the space provided, including country code, city code, and phone number. The information in this section will be used for mailing your admission ticket, notification of results, and contact phone number if needed. **If you subsequently change your address, write: ACT, Inc., P.O. Box 4070, Foreign Service Written Examination (82), Iowa City, Iowa 52243.** You may also fax the changes to ACT at 319-337-1122. Include your full name and SSN in the request.

Caution to overseas candidates: Please use a complete mailing address that will ensure delivery of your admission ticket and notification of results.

2. Name

Print your last name, first name, and middle initial, one letter to a box above the grid area. Do not use nicknames or titles. If your name contains an apostrophe, do not print this punctuation and do not leave a box blank where it would normally appear. Similarly, if a space appears in your name, do not leave a box blank. Use this form of your name in all correspondence with ACT and the Board of Examiners for the Foreign Service and on your answer sheet. If you register as John A. Smith, for example, do not later use Jack A. Smith. Then, fill in either the oval containing the same letter as the box or the blank oval below each box. **You must fill in either the oval containing the same letter as the box or the blank oval in every column.**

3. Street Address

Enter the address, one letter or number to a box, where you wish to receive your admission ticket and notification of results. Leave a blank where a space appears in your address. Omit vowels if necessary to fit an address within the boxes. Do not use the number sign "#". Abbreviate such words as street, drive and road, as well as the state in which you reside. (Use the official Postal Service abbreviations in the back of this booklet.) Then, fill in either the oval containing the same letter as the box or the blank oval below each box. **If you subsequently change your address, write: ACT, Inc. P.O. Box 4070 Foreign Service Written Examination (82), Iowa City, Iowa 52243.** You may also fax address changes to 319-337-1122.

4. City

Enter the city, one letter to a box, where you now receive mail. Leave a blank where a space appears in the city name. Omit vowels if necessary to fit a city within the boxes. Then, fill in either the oval containing the same letter as the box or the blank oval below each box.

5. State Code

Enter the two-letter code for your state, one letter to a box using the official Postal Service

abbreviations in this booklet. Then fill in the appropriate oval in the column below each box.

6. Zip Code

Write your zip code in the boxes. Then fill in the appropriate oval in the column below each box.

7. Test Date

Fill in the oval to indicate your test date.

8. State of Permanent Residence

Using the official Postal Service abbreviations in this booklet, enter the state in which you permanently reside, and then fill in the appropriate oval in the column below each box.

9. Date of Birth

Enter your date of birth numerically; e.g., January 9, 1972, should be indicated as 01 09 72. Then fill in the appropriate oval in the column below each box.

10. Social Security Number

Enter the digits of your Social Security number (SSN) in the appropriate boxes and fill in the corresponding number in the column below each box. As a potential Federal employee, your SSN will be used throughout the selection process to identify you.

11. Race and Ethnicity Identification (Voluntary)

The race and ethnic categories for federal statistics and administrative reporting are defined below. Please identify yourself in terms of one or more of the following categories by filling in the appropriate oval(s).

American Indian or Alaska Native. A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black, or African American. A person having origins in any of the black racial groups of Africa. This category includes terms such as “Haitian” or “Negro” as well as “Black or African American.”

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. This category includes the term “Spanish origin,” as well as “Hispanic or Latino.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original

peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

12. Gender

Fill in the appropriate oval for your gender.

13. Citizenship

Please indicate whether or not you are a U.S. citizen. Fill in the appropriate oval. **If you are not a citizen, you are not eligible to apply.**

14. Military Experience

Fill in the appropriate oval.

15. Disabled (Voluntary)

Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only. While self-identification is voluntary, your cooperation in providing accurate information is critical.

Using the codes from the self-identification of disability in this book, please enter the appropriate disability status code. Then fill in the appropriate oval in the column below each box. In cases of multiple impairment, choose the code that describes the impairment that would result in the most substantial limitation on the job.

16. and 17. Phone Numbers

Use these blocks to enter your present and permanent telephone numbers if you are currently residing in the U.S. Enter the appropriate telephone numbers where you can be reached, including area code for each, and fill in the oval in the column below each box. If you reside overseas, fill in the permanent phone number only.

18. How Did You Hear About the Foreign Service?

Fill in only one oval for the principal source listed, although you may have learned about the Foreign Service Written Examination from several sources.

19. When Did You Hear About the Foreign Service?

Fill in only one oval from the listed choices.

20. Previous Examination Experience

Indicate whether you have taken the Foreign Service Written Examination before. There is no penalty or advantage for having previously taken the exam.

21. Overseas Experience

If you have lived or worked overseas, select and fill in the oval that indicates most closely your type of experience while outside the United States.

22. Years of Overseas Experience

Enter the number of years of your overseas experience in the appropriate boxes. If the total number is less than two digits, enter a zero before the number (e.g., 02). Then fill in the corresponding oval below each digit entered. Less than 1 year's experience should be entered as 01.

23. Current Student Status

Fill in the oval that most closely indicates your present status.

24. Highest Level of Education

Refer to the list below and fill in the corresponding oval to indicate the highest level of education you have attained.

1. High School, graduate
2. College study, no degree
3. College study, Associate's degree
4. College study, Bachelor's degree
5. Graduate study, no graduate degree
6. Master's or Law degree or equivalent
7. Study above Master's or Law degree
8. Doctorate degree

25. Student Programs

Select the appropriate choice from the list below if you have participated in any of the Department of State's student programs. Write the number in the box and then fill in the appropriate oval. If none of these applies to you, fill in #8.

1. Student Intern
2. Summer Clerical
3. Presidential Management Intern
4. Cooperative Education
5. Stay-in-School
6. Fascell Fellowship
7. Pickering Foreign Affairs Fellow
8. None of the above

26. and 27. Undergraduate and Graduate Major Codes

Locate your undergraduate and/or graduate major on the list in this book, enter the proper code numbers in the boxes, and then fill in the appropriate oval in the column below each box. Enter only one major code in each section. If you have no major or your major is not listed, enter the appropriate code numbers ("Other," "Undeclared," or "No Major or Field of Study," as indicated at the end of the list).

28. Undergraduate and Graduate Grade Point Averages (GPA)

The grade point average (GPA) is cumulative for all academic terms completed to date, even though your last completed term may not be the end of your senior year. The GPA includes all

courses for which you received credit or were recognized for credit by your degree granting

institution. Undergraduate GPA (i.e., credit toward an undergraduate degree) and Graduate GPA should be computed separately. Graduate GPA should include credit in degree programs only.

If your institution provides you with a cumulative GPA on the 4.0 scale, enter your GPA (rounded to the nearest tenth) in the appropriate boxes in block 27, and fill in the corresponding ovals. Round 5 and above in the hundredths position to the next-highest tenth. For example, a GPA of 3.15 would be rounded to 3.2, and 3.24 would be rounded to 3.2.

If your school does not use the 4.0 scale as shown in the table below, please convert your grading system to that scale. Follow the instructions below for calculating your GPA.

If you have a measure of course credit other than semester, trimester, quarter, etc., that is not applicable to the 4.0 scale, fill in the oval marked “NC.”

If you have been out of college or graduate school for a number of years and cannot obtain a transcript from your college in time to compute your GPA when you register for the test, fill in the oval marked “NA” (not available).

4.0 scale	A-F	100-0	1-5	Four passing grades	Three passing grades
4.0	A	90-100	1	Highest passing grade	Highest passing grade
3.0	B	80-89	2	Second highest passing grade	Middle passing grade
2.0	C	70-79	3	Third highest passing grade	Third highest passing grade
1.0	D	60-69	4	Lowest passing grade	_____
0	F	Below 60	5	Fail	Fail

29. Years of Full-Time Paid or Volunteer Work

Part-time or volunteer work over a long period of time can be prorated into an approximate number of years for purposes of this question. If the total number is less than two digits, enter a zero before the number (e.g., 04). Then fill in the appropriate oval in the column below each box.

30. Describe Your Most Recent Full-Time Paid or Volunteer Work

Fill in the oval that indicates most closely the field in which you are or were actively working. Choose only one field. An *NGO* is a non-governmental organization; an *IO* is an international organization.

31. Most Recent Undergraduate Educational Institution Attended

This refers to degree-seeking attendance only. If your degree was or will be earned by attending more than one institution, refer only to the institution awarding your degree. Locate the name of your undergraduate institution on the College Code List in this booklet, enter the code number in the boxes on the left, and then fill in the appropriate oval in the column below each box. Write the name, city, and state (or country) on the lines provided. If you have a degree, write the last two digits of the year in which you obtained your degree in the boxes on the right and then fill in the appropriate oval in the column below each box. If you have not yet received your degree, leave this blank.

If the name of the institution you are attending or attended is not listed, enter the number indicated at the end of the list, and write the name and location of the institution in the space provided.

32. Most Recent Graduate Educational Institution Attended

This refers to degree-seeking attendance only. If your degree was or will be earned by attending more than one institution, refer only to the institution awarding your degree. Locate the name of your graduate institution on the College Code List in this booklet, enter the code number in the boxes on the left, and then fill in the appropriate oval in the column below each box. Write the name, city, and state (or country) on the lines provided in the middle. If you have a degree, write the last two digits of the year in which you obtained your degree in the boxes on the right and then fill in the appropriate oval in the column below each box. If you have not yet received your graduate degree, leave this blank.

If the name of the institution you are attending or attended is not listed, enter the appropriate code number indicated at the end of the list, and write the name and location of the institution in the space provided.

33. Foreign Language Proficiency

From the list below, select the foreign language that you know best. Starting with the left-hand set of boxes, enter the code and fill in the corresponding oval. Describe your proficiency in the same manner, using the table at the end of the list of languages. You may list up to two languages. **This is for statistical purposes only and will not aid or impede your being successful in joining the Foreign Service.**

Code for Languages:

01. Afrikaans	06. French	11. Korean	16. Swedish
02. Arabic	07. German	12. Norwegian	17. Russian
03. Chinese	08. Haitian-Creole	13. Portuguese	18. Other_____
04. Danish	09. Italian	14. Romanian	
05. Dutch	10. Japanese	15. Spanish	

Code for Language Proficiency Scale (developed by the Department of State's School of Language Studies.)

1. ***Elementary Proficiency*** Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics.
2. ***Limited Working Proficiency*** Able to satisfy routine social demands and limited work requirements.
3. ***General Professional Proficiency*** Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.
4. ***Advanced Professional Proficiency*** Able to use the language fluently and accurately on all levels normally pertinent to professional needs
5. ***Functionally Native Proficiency*** Speaking proficiency is functionally equivalent to that of a highly articulate, well-educated native speaker and reflects the cultural standards of the country where the language is natively spoken. .

34. Test Center Requested

Select the test center and city in which you want to take the written examination from the Test Center Code List in this booklet. Fill in the test center code number and then fill in the appropriate oval in the column below each box. Print the name of the test center, city, and state (or country, if foreign) on the lines provided.

Available seating is limited in some testing centers. Test center assignments are made on a first-come, first-serve basis.

Be careful to enter the correct code number of the test center you select; a mistake may result in your being assigned to a center you do not want. The exact location of the test center where you are assigned will be printed on your admission ticket; you are **guaranteed a seat at the assigned location only**.

Written examinations outside the United States will usually be administered at U.S. diplomatic or consular posts, as listed, subject to any specific post being open on the date of administration of the exam.

35. Select a Career Track (Functional Area of Specialization)

From the detailed information describing the five career track in an earlier part of this registration book and on the website, select the one you would like to be in if you enter the Foreign Service.

36. Affirmation and Signature

Sign your name as you would a legal document, and date the form.

Be certain that you have completed all items, especially test center code and signature. If this form is incomplete, your Registration will be returned to you without processing.

- **Mailing**

When you are certain that you have supplied all the information requested, mail the completed and signed Registration Form (using the enclosed pre-addressed envelope) to: ACT, Inc. P.O. Box 4070, Foreign Service Written Examination (82), Iowa City, Iowa 52243-0168. Apply appropriate first-class or airmail postage. Should you wish to forward the Registration Form to ACT, Inc. via an overnight courier service, please use the following address: ACT, Inc., Foreign Service Written Examination (82), 2255 North Dubuque Road, Iowa City, Iowa 52243-0168. If you are requesting special accommodation for a disability, follow specific instructions elsewhere in this book.

Your Registration Form must be RECEIVED no later than March 17, 2004, for foreign test sites, and March 23, 2005, for U.S. test sites.

- **Receipt Card**

Neither the Board of Examiners nor ACT, Inc. is responsible for lost, misdirected, or delayed mail. If you wish to receive a receipt or otherwise verify delivery of the Registration Form, you may use Certified Mail, but this can result in significant delays. To avoid any potential delay by using Certified Mail, you may use the Registration Form Receipt Confirmation Card located on the back cover of this booklet. To use the card:

1. Carefully tear along the perforation
2. Print your name and complete mailing address in the spaces provided
3. Attach the necessary postage
4. Place the card in the enclosed pre-addressed envelope with your Registration Form

ACT will return your completed, stamped card to verify receipt of your Registration Form. Cards without the necessary postage will not be returned to you by ACT, Inc. The return of the card does not constitute a guarantee that you are registered for the test; it only verifies that your Registration Form has been received. The card has been provided for your convenience. Its use is not required for processing your Registration Form.

- **Use of Data Collected on the 2005 Registration Form**

The information requested on the form, in addition to that necessary for preparing and issuing admission tickets and attendance rosters, will be used to help improve future examinations and to conduct research studies based on the results of the examination. None of the responses to these questions or items on the Registration Form will be reflected in the scores reported for individual applicants nor do they represent qualifications or pre-conditions for registration. Your cooperation in providing responses to all items will be greatly appreciated.

The collection of information concerning disabilities is authorized by the Rehabilitation Act of 1973, as amended. The information is used to locate individuals for voluntary participation in surveys and to prepare statistical reports on the hiring, placement, and advancement of people with disabilities.

Information on the race, national origin, and sex of the applicants is collected in accordance with Title VII of the Civil Rights Act of 1964 as amended and Federal Sector Equal Employment Opportunity Regulations (29 C.F.R. 1614.601). It is disclosed only in the form of gross statistics in reports, studies or other analyses to help ensure that agency personnel practices meet the requirements of Federal law.

- **Admission to the Test Center**

Early registrants will receive their Admission Letters after February 1. Registrants registering February 1 and later can expect their Admission Letter within 72 hours. If you registered by paper application or if did not provide an email address, Admission Letters will be sent using regular mail. Every consideration is given to assign you to the requested test center, but because of space limitations, this is not always possible. In large metropolitan areas, some test centers will be located in suburban areas. Be sure to take the letter with you to the center address shown; you will be required to show it to the supervisor at the test center. Also take a second means of identification, such as a government-issued ID, driver's license, passport, or any document bearing your photograph. Test center supervisors are authorized to refuse admittance to applicants whose identities cannot be positively established.

The admission letter is not transferable to another person.

If you lose your Admission Letter, or if you have not received it **ONE WEEK** before the test date, immediately notify ACT at 1-800-205-6358 or (319) 341-2500 between the hours of 7:00 a.m. and 6:00 p.m. Central Time and request authorization to take the examination. If you are properly registered and it is too late to mail an authorization, ACT will fax a copy of the admission ticket and you will be given the test center reporting location and reporting time.

- **Regulations at the Test Center**

The staff of each test center will observe certain common procedures to ensure that all applicants have equal testing time and that the operation of the center meets the requirements for standardized testing.

The Foreign Service Written Examination will be given only on the day and time scheduled. Makeup examinations cannot be authorized for any reason.

You should report to the test center at the time shown on your admission ticket. Actual starting time of the exam may vary at different centers due to differences in the amount of time necessary for pre-test administrative procedures. If you report to the center later than the time stated on your admission ticket, you will not be admitted.

No pencils or pens are furnished at the center. Take an eraser and three or four No. 2 pencils for marking your answer sheets and two black inked pens for completing your essay.

Applicants are not permitted to continue any part of the examination beyond the established time limit. Take a watch since there may not be a clock visible to you in the testing room.

Proctors are present throughout the examination.

Scoring will be based on the number of questions you answer correctly; there is no penalty for guessing.

No books, newspapers, food, calculators, computers, compasses, rulers, dictionaries, or papers of any kind—other than your admission ticket—are allowed in the examination room. Test center supervisors will not permit anyone found with such materials to continue the test.

Scratch paper is not permitted. The margins of the test book may be used for notes and figuring. All responses must be marked on the answer sheet. No credit will be given for work done in the test book.

If an applicant is discovered engaging in any kind of misconduct during the course of the test administration (e.g., creating a disturbance; giving or receiving help; using notes, books, or papers of any kind; working on one section of the test during the time allotted for another section; removing test materials or notes from the test room; or taking part in an act of impersonation), the applicant will be dismissed from the center, and the answer sheet will not be scored.

- **EEO Contact**

Candidates who believe that they have been discriminated against during the pre-employment process must contact the Office of Equal Employment Opportunity and Civil Rights, U.S. Department of State, (202)647-9294, within 45 days of the alleged discriminatory act.

- **Reporting Results**

If you registered online and provided an email address, you will be sent an email providing directions for downloading your Results Letter, specially whether or not you will be invited to the Oral Assessment Center. Your personal Login ID and Password that you used to register online will be required to retrieve your April 2005 FSWE Results letter online. **If you registered online and have an email address you will be required to retrieve your letters online.** Your letters will NOT be mailed to you. You will not be able to download your Results Letter until mid to late July. If you did not provide an email address or if you registered by paper application, your Results Letter will be sent directly to the address you entered on your application Form and reflected on your admission letter. For successful candidates, the notification will include a website where they can schedule the date and site for the Oral Assessment.

The Foreign Service Written Examination is graded on a pass/fail basis. The pass/fail score is based on the level of test performance needed to ensure acceptable proficiency on the job. The number of candidates who will be invited to the oral assessment will be based on hiring needs.

Test results will not be reported on the telephone for any reason.

If your address is expected to change prior to the notification date of the results of the exam, you will be given the opportunity to make the necessary changes on your answer document and

give it to the supervisor at the test center. You may also call ACT at 1-800-205-6358 between 7:00 a.m. and 6:00 p.m. Central Time about the change.

All inquiries concerning the reporting of exam results should be sent in writing to: ACT, Inc. P.O. Box 4070, Foreign Service Written Examination (82), Iowa City, Iowa 52243-0168. You may also call 319-341-2500, or toll free, 1-800-205-6358 between 8:30 a.m. and 4:30 p.m. Central Time. Any other inquiries about the examination should be addressed to the Staff Director, Board of Examiners, The U.S. Department of State, 2401 E St NW, 5th Floor, Washington, D.C. 20522.

TEST CENTER CODE LIST

U.S. TEST CENTERS

ALABAMA

Birmingham	000560	University of Alabama at Birmingham
Huntsville	000530	University of Alabama at Huntsville
Mobile	000290	University of Mobile
Montgomery	000080	Alabama State University

ALASKA

Anchorage	000620	Alaska Pacific University
Fairbanks	000640	University of Alaska Fairbanks
Juneau	001530	University of Alaska Southeast

AMERICAN SAMOA

Pago Pago	080010	American Samoa Dept of Education
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ARIZONA

Flagstaff	000860	Northern Arizona University
Glendale	047620	Arizona State University West
Phoenix	000940	Phoenix College
Tempe	000880	Arizona State University
Tucson	000960	University of Arizona

ARKANSAS

Fayetteville	001440	University of Arkansas
Little Rock	001320	University of Arkansas at Little Rock

CALIFORNIA

Alameda	002380	College of Alameda
Berkeley	004440	University of California at Berkeley
Glendale	002740	Glendale Community College
Irvine	004460	University of California at Irvine
Lakewood	096230	Centre at Sycamore Plaza
Long Beach	003000	Long Beach City College
Los Angeles	003380	Mount Saint Mary's College
Los Angeles	003870	Southwestern Univ School of Law
Los Angeles	004480	University of California at Los Angeles
Los Angeles	004700	Univ of Southern Cal
Oakland	003050	Health Education Center
Oakland	081250	Oakland Asian Cultural Center`
Sacramento	001580	American River College
Sacramento	050600	California State University Sacramento
San Diego	004430	Alliant International Univer sity
San Diego	003980	San Diego State University
San Diego	003940	University of San Diego
San Francisco	050500	Hyatt Regency Hotel

San Francisco	081080
San Francisco	004040
San Jose	004100
San Ramon	080990

Santa Barbara	004520
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Woodland Hills	060000
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COLORADO

Boulder	005320
Colorado Springs	005350
Denver	080550
Denver	081590

Grand Junction	005180
Pueblo	005240

CONNECTICUT

New Haven	006180
Stamford	080660
West Hartford	006060

DELAWARE

Dover	006300
Newark	006340

DISTRICT OF COLUMBIA

Washington	006480	American University-Wash College of Law
Washington	006540	Catholic University
Washington	080230	Embassy Suites Chevy Chase Pavilion
Washington	006640	George Washington University
Washington	006680	Georgetown University
Washington	080210	Holiday Inn Capitol—C Street SW
Washington	081540	Holiday Inn On The Hill
Washington	080250	Holiday Inn Georgetown
Washington	006740	Howard University
Washington	080090	Omni Shoreham Hotel
Washington	006930	Strayer University
Washington	006950	Univ of the District of Columbia
Washington	080240	Washington Terrace Hotel— 1515 Rhode Island Ave NW

FLORIDA

Coral Gables	007600	University of Miami - Coral Gables
Fort Lauderdale	067060	Nova Southeastern University
Gainesville	007580	University of Florida
Jacksonville	007400	Jacksonville University
Lakeland	007320	Florida Southern College
Miami	080450	Miami Airport Marriott
Miami	030200	Miami Dade Community College-Kendall Campus
Miami	007700	Miami Dade Community College-Wolfson Campus
Orlando	007350	University of Central Florida

Pembroke Pines	081440	Broward CC—Pines Ctr		
Pensacola	007710	University of West Florida		
Sanford	007790	Seminole Community College		
Tallahassee	007260	Florida A & M University		
Tampa	063940	Hillsborough Comm College		
Tampa	007610	University of South Florida		
GEORGIA				
Athens	008720	University of Georgia		
Atlanta	008430	Atlanta Metropolitan College		
Atlanta	008100	Emory University		
Atlanta	008260	Georgia State University		
Atlanta	008170	Herzing College		
Columbus	048790	Columbus Technical College		
Decatur	008160	Georgia Perimeter College		
Marietta	008650	Southern Polytechnic State University		
Savannah	007860	Armstrong Atlantic State University		
GUAM				
Mangilao	008930	Guam Community College		
HAWAII				
Honolulu	009020	University of Hawaii at Manoa		
IDAHO				
Boise	009140	Boise State University		
Moscow	009280	University of Idaho		
Pocatello	009180	Idaho State University		
ILLINOIS				
Champaign	011540	University of Illinois-Urbana Champaign		
Chicago	081400	Chicago Bar Association		
Chicago	009340	City Colleges of Chicago		
Chicago	010120	DePaul University Conference Center		
Chicago	081580	Univ of Chicago Gleacher Center		
Chicago	011520	University of Chicago		
Danville	010100	Danville Area Community College		
Evanston	011060	Northwestern University		
Lisle	011320	Benedictine University		
Peoria	009600	Bradley University		
Rockford	011220	Rockford College		
Rosemont	081510	Hyatt Regency O'Hare Hotel		
Schaumburg	081350	Raddison Hotel Schaumburg		
INDIANA				
Bloomington	012100	Indiana University at Bloomington		
Evansville	012130	Ivy Tech State College		
Gary	081050	Ivy Tech State College		
Indianapolis	012040	University of Indianapolis		
South Bend	012250	Indiana University at South Bend		
West Lafayette	012300	Purdue University		
IOWA				
Des Moines	013160	Grand View College		
Iowa City	013560	University of Iowa		
KANSAS				
Lawrence	014700		University of Kansas	
Topeka	014740		Washburn University	
Wichita	014720		Wichita State University	
KENTUCKY				
Lexington	015540		University of Kentucky	
Louisville	015560		University of Louisville	
LOUISIANA				
Baton Rouge	015900		Louisiana State University	
New Orleans	015770		Delgado Community College	
New Orleans	015910		University of New Orleans	
Shreveport	016130		Southern University-Shreveport	
MAINE				
Augusta	016410		University of Maine at Augusta	
Bangor	016460		Husson College	
Portland	016440		University of Southern Maine	
MARYLAND				
Baltimore	035250		Coppin State College	
Baltimore	017040		Johns Hopkins University	
College Park	017480		University of Maryland-Adelphi Road	
College Park	017460		University of Maryland-Susquehanna Bldg	
Columbia	017070		Lincoln Technical Institute	
Hagerstown	016980		Hagerstown Community College	
Rockville	017230		Montgomery College	
Silver Spring	081340		Hilton Washington DC SilverSpring	
Towson	081370		Burkshire Conference Hotel	
MASSACHUSETTS				
Amherst	017740		Amherst College	
Boston	017940		Boston University	
Boston	080360		Executive Conference Center at Bayside	
Boston	080610		John Hancock Conference Center	
Springfield	017720		American International College	
Worcester	017870		Becker College-Worcester	
MICHIGAN				
Ann Arbor	019770		Concordia University	
Ann Arbor	020620		Univ of Michigan	
Detroit	0811180		Renaissance Conference Center	
Detroit	081320		Univ Detroit Mercy -Outer Drive	
East Lansing	020320		Michigan State University	
Grand Rapids	080640		Dominican Center at Marywood	
Marquette	020380		Northern Michigan University	
MINNESOTA				
Duluth	021570		University of Minnesota -Duluth	
Minneapolis	062810		Dunwoody College of Technology	
Minneapolis	021470		Minneapolis Comm and Tech College	

Minneapolis	021560	University of Minnesota	Hempstead	027600	Hofstra University
Saint Cloud	021440	Saint Cloud State University	Ithaca	080740	Ramada Inn
Saint Paul	021020	Univ of Saint Thomas	Jamaica	028880	Saint John's University
MISSISSIPPI			New York	080310	Armenian Church of America
Jackson	022120	Millsaps College	New York	029500	Borough—Manhattan Comm College
University	022500	University of Mississippi	New York	027690	City Univ of New York-Hunter College
MISSOURI			New York	027170	Columbia University
Columbia	023820	University of Missouri	New York	081230	Embassy Suites Hotel
Kansas City	023800	University of Missouri at Kansas City	New York	028380	New York University
Kirkwood	023280	Saint Louis CC at Meramec	Poughkeepsie	027310	Dutchess Community College
Saint Louis	022980	Fontbonne Cillege	Rochester	029800	University of Rochester
Saint Louis	023520	Saint Louis University	Syracuse	028470	Onondaga Community College
Saint Louis	023830	Univ of Missouri—St Louis	Tarrytown	081220	Marriott Westchester Hotel
Springfield	023700	Southwest Missouri State University	Watertown	027750	Jefferson Community College
MONTANA			NORTH CAROLINA		
Billings	024260	Rocky Mountain College	Charlotte	030810	Central Piedmont Community College
Missoula	024220	University of Montana	Charlotte	031120	Johnson C Smith University
NEBRASKA			Fayetteville	030980	Fayetteville State University
Lincoln	024820	University of Nebraska - at Lincoln	Raleigh	031520	Saint Augustine's College
Omaha	024640	University of Nebraska at Omaha	Raleigh	031770	Wake Tech Community College
NEVADA			Winston-Salem	030990	Forsyth Technical Community College
Las Vegas	024960	University of Nevada - Las Vegas	NORTH DAKOTA		
Reno	024940	University of Nevada - Reno	Grand Forks	032180	University of North Dakota
NEW HAMPSHIRE			OHIO		
Durham	025240	University of New Hampshire	Cincinnati	033400	University of Cincinnati
Hanover	025080	Dartmouth College	Cleveland	032440	Case Western Reserve University
Manchester	025030	Hesser College	Cleveland	032730	Cleveland State University
NEW JERSEY			Columbus	036210	Columbus State Community College
Atlantic City	081570	Atlantic City Convention Center	Columbus	081560	Greater Columbus Convention Center
Morristown	081520	Headquarters Plaza Hotel	Columbus	033120	Ohio State University
Newark	026000	Rutger's The State University of NJ	Dayton	032950	Wright State University
Paramus	080900	Radisson Inn Paramus	Toledo	033440	University of Toledo
Trenton	026120	Thomas Edison State College	OKLAHOMA		
Union	025820	Kean University	Midwest City	034030	Rose State College
NEW MEXICO			Norman	034420	University of Oklahoma-Norman
Albuquerque	026500	University of New Mexico	Oklahoma City	034160	Oklahoma City University
Las Cruces	026380	New Mexico State University	Stillwater	034240	Oklahoma State University
NEW YORK			Tulsa	034440	University of Tulsa
Albany	029260	State University of New York at Albany	OREGON		
Binghamton	029560	State University of New York - Binghamton	Eugene	034980	University of Oregon
Bronx	027480	Fordham University at Bronx	Gresham	034730	Mount Hood Community College
Bronx	027960	Manhattan College	Portland	034920	Portland State University
Brooklyn	028120	Medgar Evers College	Portland	035000	University of Portland
Buffalo	029300	Buffalo State College	Salem	034930	Chemeketa Community College
Flushing	027430	Queens College	PENNSYLVANIA		
			Erie	035760	Gannon University
			Harrisburg	039930	Temple University

Harrisburg Newton	037290 035870	Harrisburg Campus Thompson Institute Holy Family University	Lubbock San Antonio	042200 041400	Texas Tech University Our Lady of the Lake University
Philadelphia	080700	Holiday Inn Philadelphia Stadium	San Antonio San Antonio	041580 042390	Saint Mary's University University of Texas San Antonio
Philadelphia	035920	Holy Family University	Tyler	042280	Tyler Junior College
Philadelphia	037240	Temple University	Waco	040620	Baylor University
Pittsburgh	035340	Carnegie Mellon University	UTAH		
Pittsburgh	035600	Duquesne University	Ogden	042820	Weber State University
Scranton	036260	Marywood University	Provo	042660	Brigham Young University
University Park	036560	Pennsylvania State University	Salt Lake City	042740	University of Utah
PUERTO RICO			VERMONT		
Mayaguez	052720	University of Puerto Rico	Brattleboro	043090	School for International Training
Ponce	052780	Pontifical Catholic Univ of Puerto Rico	Burlington	042980	Champlain College
Rio Piedras Ro	052910	University of Puerto Rico	VIRGIN ISLANDS		
RHODE ISLAND			Saint Thomas	052880	University of the Virgin Islands
Providence	038100	Rhode Island College	VIRGINIA		
SOUTH CAROLINA			Alexandria	081460	Old Town Holiday Inn Select
Charleston	038460	College of Charleston	Annandale	043810	Northern Virginia Community College
Columbia	038880	University of South Carolina	Arlington	080570	Best Western Hotel - Pentagon
Greenville	038580	Furman University	Arlington	080970	Hilton Arlington and Towers
West Columbia	038690	Midlands Technical College	Arlington	081390	Holiday Inn National Airport Crystal City
SOUTH DAKOTA			Charlottesville	044120	University of Virginia
Sioux Falls	039020	Augustana College	Fairfax	043570	George Mason University
TENNESSEE			Hampton	043580	Hampton University
Chattanooga	040220	University of Tennessee- Chattanooga	Herndon	080680	Hilton Washington Dulles
Johnson City	039580	East Tennessee State University	Norfolk	043470	Old Dominion University
Knoxville	040260	University of Tennessee- Knoxville	Richmond	043790	Virginia Commonwealth University
Memphis	039920	University of Memphis	Roanoke	043600	Hollins University
Nashville	039460	Belmont University	Williamsburg	081530	Williamsburg Marriott
TEXAS			WASHINGTON		
Amarillo	040560	Amarillo College	Renton	044510	Renton Technical College
Austin	080170	Highland Business Center	Seattle	044750	Seattle Central Comm College
Austin	041040	Huston - Tillotson College	Seattle	044840	University of Washington
Austin	042400	University of Texas at Austin	Spokane	044580	Gonzaga University
Corpus Christi	040450	Texas A & M University - Corpus Christi	Tacoma	04850	Tacoma Community College
Dallas	080330	Holiday Inn Select—North Dallas	WEST VIRGINIA		
Dallas	040890	Mountain View College	Institute	045380	West Virginia State University
El Paso	042230	University of Texas at El Paso	Morgantown	045400	West Virginia University
Fort Worth	042220	Texas Wesleyan University	WISCONSIN		
Houston	081280	Houston CC Southwest Campus	Appleton	045960	Lawrence University
Houston	041390	North Harris College	Eau Claire	046700	Univ of Wisconsin at Eau Claire
Houston	042160	Texas Southern University	Madison	045570	Herzing College
Houston	041700	University of Houston - Downtown	Milwaukee	046100	Marquette University
Laredo	042150	Texas A & M International University	WYOMING		
			Laramie	050060	University of Wyoming

FOREIGN TEST CENTERS

ALBANIA Tirana 070010	BOLIVIA La Paz 070200	Hong Kong 070460 Shanghai 070470 Shenyang 070480	Addis Ababa 070650
ANGOLA Luanda 070020	BOTSWANA Gaborone 070220	COLOMBIA Bogota 070490	FIJI Suva 070660
ARGENTINA Buenos Aires 070030	BRAZIL Brasilia 070230 Recife 070240 Rio de Janeiro 070210 São Paulo 070250	COSTA RICA San Jose 070500	FINLAND Helsinki 070670
ARMENIA Yerevan 070040	BRUNEI Bandar Seri Begawan 070260	CÔTE D'IVOIRE Abidjan 070510	FRANCE Marseille 070680 Paris 070690 Strasbourg 070700
AUSTRALIA Canberra 070050 Melbourne 070060 Perth 070070 Sydney 070080	BULGARIA Sofia 070270	CROATIA Zagreb 070520	GABON Libreville 070710
AUSTRIA Vienna 070090	BURKINA FASO Ouagadougou 070280	CUBA Havana 070530	THE GAMBIA Banjul 070720
AZERBAIJAN Baku 070100	BURMA Rangoon 070290	CYPRUS Nicosia 070540	GEORGIA Tbilisi 070730
THE BAHAMAS Nassau 070110	BURUNDI Bujumbura 070300	CZECH REPUBLIC Prague 070550	GERMANY, FEDERAL
BAHRAIN Manama 070120	CAMBODIA Phnom Penh 070310	DEMOCRATIC REPUBLIC OF CONGO Kinshasa 072230	REPUBLIC OF Berlin 070740 Frankfurt 070750 Hamburg 070760 Leipzig 070770 Munich 070780
BANGLADESH Dhaka 070130	CAMEROON Yaounde 070320	DENMARK Copenhagen 070560	GHANA Accra 070790
BARBADOS Bridgetown 070140	CANADA Calgary 070330 Halifax 070340 Montreal 070350 Ottawa 070360 Quebec 070370 Toronto 070380 Vancouver 070390	DJIBOUTI, REPUBLIC OF Djibouti 070570	GREECE Athens 070800 Thessaloniki 070810
BELARUS Minsk 070150	CAPE VERDE Praia 070400	DOMINICAN REPUBLIC Santo Domingo 070580	GRENADA St. George's 070820
BELGIUM Brussels 070160	CENTRAL AFRICAN REPUBLIC Bangui 072300	East Timor Dili 071850	GUATEMALA Guatemala City 070830
BELIZE Belize City 070170	CHAD N'Djamena 070410	ECUADOR Guayaquil 070590 Quito 070600	GUINEA Conakry 070840
BENIN Cotonou 070180	CHILE Santiago 070420	EGYPT, ARAB REPUBLIC OF Cairo 070610	GUYANA Georgetown 070860
BERMUDA Hamilton 070190	CHINA, PEOPLE'S REPUBLIC OF Beijing 070430 Chengdu 070440 Guangzhou 070450	EL SALVADOR San Salvador 070620	HAITI Port-au-Prince 070870
		ERITREA Asmara 070630	HONDURAS Tegucigalpa 070880
		ESTONIA Tallinn 070640	HUNGARY Budapest 070890
		ETHIOPIA	ICELAND Reykjavik 070900
			INDIA

Mumbai	070910	Beirut	071190	Kathmandu	071450		
Calcutta	070920	LESOTHO		NETHERLANDS		RUSSIA	
Chennai	070930	Maseru	071200	Curacao		Moscow	071720
New Delhi	070940	LIBERIA		(Antilles)	071470	St. Petersburg	071730
INDONESIA		Monrovia	071210	The Hague	071480	Vladivostok	071740
Jakarta	070950	LITHUANIA		NEW ZEALAND		Yekaterinburg	071750
Surabaya	070960	Vilnius	071220	Auckland	071490	RWANDA	
Iraq		LUXEMBOURG		Wellington	071500	Kigali	071760
Baghdad	072000	Luxembourg	071230	NICARAGUA		SAUDI ARABIA	
IRELAND		MACEDONIA		Managua	071510	Dhahran	071770
Dublin	070970	Skopje	071240	NIGER		Jiddah	071780
ISRAEL		MADAGASCAR		Niamey	071520	Riyadh	071790
Tel Aviv	070980	Antananarivo	071250	NIGERIA		SENEGAL	
ITALY		MALAWI		Lagos	071530	Dakar	071800
Florence	072260	Lilongwe	071260	Abuja	072280	SERBIA	
Milan	070990	MALAYSIA		NORWAY		Belgrade	072290
Naples	071000	Kuala Lumpur	071270	Oslo	071540	SIERRA LEONE	
Rome	071010	MALI		OMAN		Freetown	072310
JAMAICA		Bamako	071280	Muscat	071550	SINGAPORE	
Kingston	071020	MALTA		PAKISTAN		Singapore	071820
JAPAN		Valletta	071290	Islamabad	071560	SLOVAKIA	
Fukuoka	071030	MARSHALL ISLANDS		Karachi	071570	Bratislava	071830
Naha		Majuro	071300	Lahore	071580	SLOVENIA	
(Okinawa)	071040	MAURITANIA		Peshawar	071590	Ljubljana	071840
Nagoya	071050	Nouakchott	071310	PALAU,		SOUTH AFRICA	
Osaka-Kobe	071060	MAURITIUS		REPUBLIC OF		Cape Town	071860
Sapporo	071070	Port Louis	071320	Koror	071600	Durban	071870
Tokyo	071080	MEXICO		PANAMA		Pretoria	071890
JERUSALEM		Guadalajara	071330	Panama	071610	SPAIN	
Jerusalem	071090	Hermosillo	071340	PAPUA NEW GUINEA		Barcelona	071900
JORDAN		Merida	071350	Port Moresby	071620	Madrid	071910
Amman	071100	Mexico, D.F.	071360	PARAGUAY		SRI LANKA	
KAZAKHSTAN		Monterrey	071370	Asuncion	071630	Colombo	071920
Almaty	071110	MICRONESIA		PERU		SURINAME	
KENYA		Kolonia	071380	Lima	071640	Paramaribo	071930
Nairobi	071120	MOLDOVA		PHILIPPINES		SWAZILAND	
KOREA		Chisinau	071390	Manila	071650	Mbabane	071940
Seoul	071140	MONGOLIA,		POLAND		SWEDEN	
Kosovo		Ulaanbaatar	071400	Krakow	071660	Stockholm	071950
Pristina	070850	MOROCCO		Warsaw	071670	SWITZERLAND	
KUWAIT		Casablanca	071410	PORTUGAL		Bern	071960
Kuwait	071150	Rabat	071420	Lisbon	071680	SYRIA	
KYRGYZSTAN		MOZAMBIQUE		Ponta Delgada		Damascus	071970
Bishkek	071160	Maputo	071430	(Azores)	071690	TAIWAN	
LAOS		NAMIBIA		QATAR		Kaohsiung	071980
Vientiane	071170	Windhoek	071440	Doha	071700	Taipei	071990
LATVIA		NEPAL		ROMANIA		TANZANIA	
Riga	071180			Bucharest	071710	Dar es Salaam	072010
LEBANON							

THAILAND

Bangkok 072020
Chiang Mai 072030

TOGO

Lome 072040

**TRINIDAD AND
TOBAGO**

Port-of-Spain 072050

TUNISIA

Tunis 072060

TURKEY

Adana 072070
Ankara 072080
Istanbul 072090

TURKMENISTAN

Ashgabat 072100

UGANDA

Kampala 072110

UKRAINE

Kiev 072120

**UNITED ARAB
EMIRATES**

Abu Dhabi 072130

UNITED KINGDOM

Belfast 072140
Edinburgh 072150
London 072160

URUGUAY

Montevideo 072170

UZBEKISTAN

Tashkent 072180

VENEZUELA

Caracas 072190

VIETNAM

Hanoi 072200
Ho Chi Minh City
072270

SAMOA

Apia 072210

YEMEN

Sanaa 072220

ZAMBIA

Lusaka 072240

ZIMBABWE

Harare 072250

SELF-IDENTIFICATION OF DISABILITY

01 I do not wish to identify my disability status. (Note: A personnel officer may use this code if, in his/her judgment, you used an incorrect code.)

05 I do not have a disability.

06 I have a disability but it is not listed below.

SPEECH IMPAIRMENTS

13 Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation (unclear language sounds); stuttering; aphasia (impaired language function); laryngectomy (removal of the "voice box"))

HEARING IMPAIRMENTS

15 Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)

16 Total deafness in both ears, with understandable speech

17 Total deafness in both ears, and unable to speak clearly

VISION IMPAIRMENTS

22 Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected "Tunnel vision")

23 Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as a glass or projector modifier)

24 Blind in one eye

25 Blind in both eyes (No usable vision, but may have some light perception)

MISSING EXTREMITIES

27 One hand

28 One arm

29 One foot

32 One leg

33 Both hands or arms

34 Both feet or legs

35 One hand or arm and one foot or leg

36 One hand or arm and both feet or legs

37 Both hands or arms and one foot or leg

38 Both hands or arms and both feet or legs

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS

(Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

44 One or both hands **47** One or both legs

45 One or both feet **48** Hip or pelvis

46 One or both arms **49** Back

57 Any combination of two or more parts of the body

PARTIAL PARALYSIS

(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

61 One hand

62 One arm, any part

63 One leg, any part

64 Both hands

65 Both legs, any part

66 Both arms, any part

67 One side of body, including one arm and one leg

68 Three or more major parts of the body (arms and legs)

COMPLETE PARALYSIS

(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body including legs, arms, and/or trunk.)

70 One hand

71 Both hands

72 One arm

73 Both arms

74 One leg

75 Both legs

76 Lower half of body, including legs

77 One side of body, including one arm and one leg

78 Three or more major parts of the body (arms and legs)

OTHER IMPAIRMENTS

80 Heart disease with restriction or limitation of activity (History of heart problems with complete recovery)

81 Heart disease with restriction or limitation of activity

82 Convulsion disorder (e.g., epilepsy)

83 Blood diseases (e.g., sickle cell anemia, leukemia, hemophilia)

84 Diabetes

86 Pulmonary or respiratory disorders (e.g., tuberculosis, emphysema, and asthma)

87 Kidney dysfunction (e.g., if dialysis (Use of an artificial kidney machine) is required)

88 Cancer — a history of cancer with complete recovery

89 Cancer — undergoing surgical and/or medical treatment

90 Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A)

91 Mental or emotional illness (A history of treatment for mental or emotional problems)

92 Severe distortion of limbs and/or spine (e.g., dwarfism; kyphosis (severe distortion of back))

93 Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects (gross facial birthmarks, club feet, etc.))

94 Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written); e.g., dyslexia)

Privacy Act Statement: Collection of the requested information is authorized by the Rehabilitation Act of 1973 (P.L. 93-112). The information you furnish will be used for the purpose of producing statistical reports to show agency progress in hiring, placement, and advancement of individuals with disabilities and to locate individuals for voluntary participation in surveys. The reports will be used to inform agency top management, the Office of Personnel Management (OPM), the Congress, and the public of the status of programs for employment of individuals with disabilities. All such reports will be in the form of aggregate totals and will not identify you in any way as an individual.

COLLEGE CODE LIST

Alabama

00100500 Alabama State University
00100800 Athens State University
00100900 Auburn University
00101200 Birmingham Southern College
00101900 Huntingdon College
00102000 Jacksonville State University
00102300 Judson College
00102800 Miles College
00103300 Oakwood College
00103600 Samford University
02270400 Southeastern Bible College
00104100 Spring Hill College
00104400 Stillman College
00104600 Talladega College
00104700 Troy State University
00105000 Tuskegee University
00105100 University of Alabama
00102900 University of Mobile
00100400 University of Montevallo
00101600 University of North Alabama
00105700 University of South Alabama
00102400 University of West Alabama

Alaska

00106100 Alaska Pacific University
00106200 Sheldon Jackson College
University of Alaska:
01146200 Anchorage
00106300 Fairbanks
00106500 Southeast

Arizona

00108100 Arizona State University
00107400 Grand Canyon University
00108200 Northern Arizona University
00711300 Southwestern College
00108300 University of Arizona (The)
02098800 University of Phoenix
00107900 Yavapai College
00107000 American Graduate School of
International Management

Arkansas

00109000 Arkansas State University
00108900 Arkansas Tech University
00109700 Harding University
00109800 Henderson State University
00109900 Hendrix College
00110000 John Brown University
00108800 Lyon College
00110200 Ouachita Baptist University
00110300 Philander Smith College
00110700 Southern Arkansas University
00110800 University of Arkansas
00109200 University of Central Arkansas
00109400 University of the Ozarks

California

00111600 Art Center College of Design
00111700 Azusa Pacific University
00112100 Bethany College
00112200 Biola University
00113100 California Institute of Technology
00113300 California Lutheran University
California State Universities:
00799300 Bakersfield
00114600 Chico
00114100 Dominguez Hills
00114700 Fresno
00113700 Fullerton
00113800 Hayward

00113900 Long Beach
00114000 Los Angeles
00115300 Northridge
00114400 Pomona
00115000 Sacramento
00114200 San Bernardino
03011300 San Marcos
00115700 Stanislaus
00116400 Chapman University
00125300 Fresno Pacific University
00120500 Golden Gate University
00723400 Heald College - San Francisco
00125200 Hope International University
00118300 Holy Names College
00114900 Humboldt State University
00697500 Lincoln University
00121800 Loma Linda University
01164900 Loyola Marymount University
00122000 Master's College & Seminary
00123800 Mills College
00124300 Mount St. Mary's College
00124100 Monterey Institute of
International Studies
01146000 National University
00117900 Notre Dame University
00124900 Occidental College
00125800 Pacific Union College
01014900 Pepperdine University
00117200 Pitzer College
00126200 Point Loma Nazarene University
00117300 Pomona College
00130200 Saint Mary's College
of California
00115101 San Diego State University,
Imperial Valley Campus
00115100 San Diego State University
00394800 San Francisco Art Institute
00115400 San Francisco State University
00115500 San Jose State University
00132600 Santa Clara University
00117400 Scripps College
00115600 Sonoma State University
00130500 Stanford University
01001300 US International University (Alliant)
University of California:
00131200 Berkeley
00131300 Davis
00131400 Irvine
00131500 Los Angeles
00131600 Riverside
00131700 San Diego (UCSD)
00131900 San Francisco
00132000 Santa Barbara
00132200 University of Redlands
00132800 University of Southern California
00129300 Vanguard University
00134100 Westmont College
00134200 Whittier College
00134300 Woodbury University

Colorado

00134500 Adams State College
00134700 Colorado College
00134800 Colorado School of Mines
00135000 Colorado State University
00136500 Colorado State University - Pueblo
01014800 Colorado Technical University
00135300 Fort Lewis College
00135800 Mesa State College
00136000 Metropolitan State College
of Denver
00136300 Regis University
03289300 Teikyo Loretto Heights University
00136900 United States Air Force
Academy

University of Colorado:
00137000 Boulder
00450900 Colorado Springs
00674000 Denver
00137100 University of Denver
00134900 University of Northern Colorado
00137200 Western State College of
Colorado

Connecticut

00137400 Albertus Magnus College
00137800 Central Connecticut State University
00137900 Connecticut College
00142500 Eastern Connecticut State University
00138500 Fairfield University
00140200 Quinnipiac University
00140300 Sacred Heart University
00140900 Saint Joseph College
00140600 Southern Connecticut State Univer-
sity
00140100 Teikyo Post University
00141400 Trinity College
00141500 United States Coast Guard Acad-
emy
00141600 University of Bridgeport
00141700 University of Connecticut
00142200 University of Hartford
00139700 University of New Haven
00142400 Wesleyan University
00138000 Western Connecticut State Univer-
sity
00142600 Yale University

Delaware

00142800 Delaware State University
00142900 Goldey-Beacom College
00143100 University of Delaware
00143300 Wesley College
00794800 Wilmington College

District of Columbia

00143400 American University (The)
00143700 Catholic University of America (The)
00144300 Gallaudet University
00144400 George Washington University
00144500 Georgetown University
00144800 Howard University
00145600 Southeastern University
00145900 Strayer University
00144100 University of the District of
Columbia

Florida

00146600 Barry University
00146700 Bethune Cookman College
00148700 Eckerd College
00147800 Edward Waters College
00147900 Embry-Riddle Aeronautical
University
03108500 Everglades College
00789300 Flagler College
00148000 Florida Agricultural &
Mechanical University
00148100 Florida Atlantic University
00146900 Florida Institute of Technology
00963500 Florida International University
00148600 Florida Memorial College
00148800 Florida Southern College
00148900 Florida State University
00149700 Jones College
00150500 Lynn University
00153704 New College of Florida
00150900 Nova Southeastern University

00884900	Palm Beach Atlantic University	02168600	East-West University	00181500	~Northwest
00151500	Rollins College	00167600	Elmhurst College	00181600	~South Bend
00152600	Saint Leo University	00167800	Eureka College	00181700	~Southeast
00146800	Saint Thomas University	00914500	Governors State University		Indiana University-Purdue:
00152100	Southeastern College			00182800	~Purdue University -
00153100	Stetson University	00168400	Greenville College		Ft Wayne
00395400	University of Central Florida	00168800	Illinois College	00181300	~Purdue University
00153500	University of Florida	00169100	Illinois Institute of Technology		Indianapolis
00153600	University of Miami			00182200	Indiana Wesleyan
00984100	University of North Florida	00169200	Illinois State University	00182000	Manchester College
00153700	University of South Florida	00169600	Illinois Wesleyan University	00182100	Marian College
00153800	University of Tampa			00182400	Oakland City University
00395500	University of West Florida	00170000	Judson College		Purdue University:
		00170400	Knox College	00182500	West Lafayette
		00170600	Lake Forest College	00182700	Calumet
		00170700	Lewis University	00182600	North Central
		00170800	Lincoln Christian College	00183000	Rose - Hulman Institute of Technology
		00171000	Loyola University Chicago	00183300	Saint Joseph's College
Georgia		00171700	MacMurray College	00183500	Saint Mary of the Woods College
00154200	Agnes Scott College	00172200	McKendree College	00183600	Saint Mary's College
00154400	Albany State University	00172700	Moody Bible Institute	00727600	Saint Meinrad College
00154600	Armstrong State University	00173400	North Central College	00183800	Taylor University
00155200	Augusta State University	00173500	North Park University	00183900	Tri-State University
00155400	Berry College	00169300	Northeastern Illinois University	00179500	University of Evansville
00155600	Brenau University			00180400	University of Indianapolis
00155900	Clark Atlanta University	00173700	Northern Illinois University	00184000	University of Notre Dame
00156100	Columbus State University	00173900	Northwestern University	00183200	University of Saint Francis
00156400	Emory University	00174100	Olivet Nazarene University	00180800	University of Southern Indiana
00156600	Fort Valley State University			00184200	Valparaiso University
00160200	Georgia State University	00174400	Principia College	00184400	Wabash College
00156900	Georgia Institute of Technology	00174500	Quincy University		
00157200	Georgia Southern University	00174800	Rockford College	Iowa	
00157300	Georgia Southwestern University	00174900	Roosevelt University	00184600	Briar Cliff University
00157700	Kennesaw State University	00980000	Rush University	00184700	Buena Vista University
00157800	LaGrange College	00176800	Saint Xavier University	00185000	Central College
00158000	Mercer University - Macon	00175300	School of the Art Institute of Chicago	00185200	Clarke College
00158001	Mercer University - Atlanta	00175600	Shimer College	00185400	Coe College
00158200	Morehouse College			00185600	Cornell College
00158600	Oglethorpe University	00175800	Southern Illinois University:	00185800	Divine Word College
00158700	Paine College	00175900	Carbondale	00185900	Dordt College
00159000	Savannah State University	00175900	Edwardsville	00186000	Drake University
00159100	Shorter College	00166300	Spartan College	00712100	Faith Baptist Bible College & Theological Seminary
00159400	Spelman College	00177100	Trinity Christian College	00186600	Graceland University
00159600	Toccoa Falls College	00177200	Trinity International University	00186700	Grand View College
00159800	University of Georgia	00177400	University of Chicago	00186800	Grinnell College
00159900	Valdosta State University			00186900	Iowa State University
00160000	Wesleyan College	00177600	University of Illinois: Chicago	00187100	Iowa Wesleyan College
		00177500	Urbana - Champaign	00187300	Loras College
Hawaii		00933300	Springfield	00187400	Luther College
00160600	Brigham Young University	00166400	University of Saint Francis	01111300	Maharishi University
00160500	Chaminade University of Honolulu			00187900	Morningside College
00727900	Hawaii Pacific University	00178000	Western Illinois University	00188000	Mount Mercy College
	University of Hawaii:	00178100	Wheaton College	00188300	Northwestern College
02107800	West Oahu			00188900	Saint Ambrose University
00161100	Hilo			00188700	Simpson College
00161000	Manoa			00189100	University of Dubuque
				00189200	University of Iowa
Idaho				00189000	University of Northern Iowa
00161700	Albertson College of Idaho			00189300	Upper Iowa University
00161600	Boise State University	Indiana		00189400	Vennard College
00162000	Idaho State University	00178500	Anderson University	00189600	Wartburg College
00162100	Lewis-Clark State College	00178600	Ball State University	00190000	William Penn University
00162600	University of Idaho	00178700	Bethel College		
		00178800	Butler University	Kansas	
Illinois		00183400	Calumet College of Saint Joseph	00190300	Baker University
00163300	Augustana College			00191700	Barclay College
00163400	Aurora University	00179200	DePauw University	01025600	Benedictine College
00163500	Barat College	00179300	Earlham College	00190400	Bethany College
00176700	Benedictine University	00179800	Franklin College of Indiana	00190500	Bethel College
00163900	Blackburn University			00192700	Emporia State University
00164100	Bradley University	00179900	Goshen College	00191500	Fort Hays State University
00169400	Chicago State University	00180100	Hanover College	00191800	Friends University
00166500	Columbia College	00180300	Huntington College	00192800	Kansas State University
00166600	Concordia University	00180500	Indiana Institute of Technology	00192900	Kansas Wesleyan University
00167100	DePaul University				
01072700	DeVry Institute - Illinois	00180700	Indiana State University		
00175000	Dominican University				
00167400	Eastern Illinois University	00180900	Indiana University: Bloomington		

00193300 McPherson College	University of Maine:	00212000 Merrimack College
00703200 MidAmerica Nazarene University	00676000 ~Augusta	00219200 Mount Holyoke College
00193900 Newman University	00204000 ~Farmington	00219700 Nichols College
00193700 Ottawa University	00204100 ~Fort Kent	00219900 Northeastern University
00192600 Pittsburg State University	00205300 ~Orono	00220600 Regis College
00194000 Southwestern College	00205500 ~Machias	00221400 Saint John's Seminary
00194500 Sterling College	00203300 ~Presque Isle	00218800 Salem State College
00194600 Tabor College	00205000 University of New England	00220800 Simmons College
00194800 University of Kansas	00205400 University of Southern Maine	00964500 Simon's Rock College of Bard
00194900 Washburn University - Topeka		00221100 Springfield College
00195000 Wichita State University		00221700 Stonehill College
Kentucky		
00195100 Alice Lloyd College	Maryland	00221800 Suffolk University
00195200 Asbury College	00206000 Baltimore Hebrew University	00221900 Tufts University
00195400 Bellarmine University	00206200 Bowie State University	University of Massachusetts:
00195500 Berea College	00143600 Capitol College	00222100 Amherst
00195800 Brescia University	00206500 College of Notre Dame	00222200 Boston
00195900 Campbellsville University	of Maryland	00221000 Dartmouth
00196100 Centre College of Kentucky	00206700 Columbia Union College	00216100 Lowell
00196200 Cumberland College	00206800 Coppin State College	00222400 Wellesley College
00196300 Eastern Kentucky University	00207200 Frostburg State University	00222500 Wentworth Institute of Technology
00196400 Georgetown College	00207300 Goucher College	00222600 Western New England College
00196500 Kentucky Christian College	00207600 Hood College	00218900 Westfield State College
00196800 Kentucky State University	00207700 John Hopkins University	00222700 Wheaton College
00196900 Kentucky Wesleyan College	00207800 Loyola College in Maryland	00222800 Wheelock College
00197600 Morehead State University	00208000 Maryland Institute, College of Art	00222900 Williams College
00197700 Murray State University	00210900 McDaniel College	00223300 Worcester Polytechnic Institute
00927500 Northern Kentucky University	00208300 Morgan State University	00219000 Worcester State College
00198000 Pikeville College	00208600 Mount Saint Marys College	
00196000 Spalding University	00209200 Saint John's College	Michigan
00200100 Thomas More College	00209500 Saint Mary's College	00223400 Adrian College
00198700 Transylvania University	of Maryland	00223500 Albion College
00198800 Union College	00209600 Saint Mary's Seminary &	00223600 Alma College
00198900 University of Kentucky	University	00223800 Andrews University
00199900 University of Louisville	00209100 Salisbury University	00223900 Aquinas College
00200200 Western Kentucky University	00209900 Towson University	00224100 Calvin College
	00210100 United States Naval Academy	00224300 Central Michigan University
	00210200 University of Baltimore	00224600 Cleary University
	University of Maryland:	00224700 Concordia University
	00210400 Baltimore City	00226600 Cornerstone University
Louisiana	00210500 Baltimore County	00225900 Eastern Michigan University
00200300 Centenary College of Louisiana	00210300 College Park	00226000 Ferris State University
00200400 Dillard University	00210600 Eastern Shore	00226800 Grand Valley State University
00200600 Grambling State University	01164400 University College	00227300 Hope College
00200700 Louisiana College	00146200 Washington Bible College	00227500 Kalamazoo College
Louisiana State University:	00210800 Washington College	00229300 Lake Superior State University
00201000 Baton Rouge	Massachusetts	00227900 Lawrence Technological University
00201100 Alexandria	00211400 American International College	00228200 Madonna University
00201200 Eunice	00211500 Amherst College	00228400 Marygrove College
00201300 Shreveport	00211700 Anna Maria College	00229000 Michigan State University
00200800 Louisiana Tech University	00211800 Assumption College	00229200 Michigan Technological University
00201600 Loyola University New Orleans	00211900 Atlantic Union College	00230100 Northern Michigan University
00201700 McNeese State University	00212100 Babson College	00407200 Northwood University
00200500 Nicholls State University	00212400 Bentley College	00230700 Oakland University
00202100 Northwestern State University	00212800 Boston College	00230800 Olivet College
00202300 Our Lady of Holy Cross College	00213000 Boston University	00228800 Rochester College
00202700 Saint Joseph Seminary College	00213300 Brandeis University	00231400 Saginaw Valley State University
00202400 Southeastern Louisiana	00218300 Bridgewater State College	00231600 Siena Heights University
University	00213900 Clark University	00231800 Spring Arbor University
00202500 Southern University A&M College	00214000 College of Our Lady of the Elms	00232300 University of Detroit Mercy
00202600 Southern University at	00214100 College of the Holy Cross	University of Michigan
New Orleans	00214300 Curry College	00232500 Ann Arbor
00202900 Tulane University	00214500 Eastern Nazarene College	00232600 Dearborn
University of Louisiana:	00214600 Emerson College	00232700 Flint
Lafayette	00214700 Emmanuel College	00232900 Wayne State University
00203100 Monroe	00218400 Fitchburg State College	00233000 Western Michigan University
00202000	00218500 Framingham State College	00225200 William Tyndale College
00201500 University of New Orleans	00215300 Gordon College	
00203200 Xavier University of Louisiana	00466100 Hampshire College	Minnesota
	00215500 Harvard University	00233400 Augsburg College
Maine	00215700 Hebrew College	00905800 Bethel College
00203600 Bates College	00215400 Hellenic College & Holy Cross	00905803 Bethel Seminary
00203800 Bowdoin College	School of Theology	00234000 Carleton College
00203900 Colby College	00216000 Lesley University	00234100 College of Saint Benedict
01138500 College of the Atlantic	00218700 Massachusetts College	00234200 College of Saint Catherine
00204300 Husson College	of Liberal Arts	00234300 College of Saint Scholastica
00204400 Maine Maritime Academy	00217800 Massachusetts Institute of Technol	00234600 Concordia College - Moorhead
00205100 Saint Joseph's College		00234700 Concordia University - Saint Paul
00205200 Thomas College		
00685800 Unity College		

00276500	Marist College	00292600	Elizabeth City State University	00307300	Marietta College
00276900	Marymount Manhattan College	00292700	Elon University	00307700	Miami University
00277700	Medaille College	00292800	Fayetteville State University	00308300	Mount Union College
00277200	Mercy College	00292900	Gardner - Webb University	00708500	Mount Vernon Nazarene University
00277500	Molloy College	00293000	Greensboro College	00308400	Muskingum College
00277800	Mount Saint Mary College	00293100	Guilford College	00308500	Notre Dame College of Ohio
00277900	Nazareth College of Rochester	00293300	High Point University	00308600	Oberlin College
02066200	New School University	00293600	Johnson C Smith University	00303500	Ohio Dominican University
New York Institute of Technology:		00294100	Lenoir-Rhyne College	02052000	Ohio Institute of Photography & Technology
00278203	~Central Islip	00294200	Livingstone College	00308900	Ohio Northern University
00278201	~Manhattan	00294400	Mars Hill College	00309000	Ohio State University
00278200	~Old Westbury	00294500	Meredith College	00310000	Ohio University
00278500	New York University	00294600	Methodist College	00310900	Ohio Wesleyan University
00278800	Niagara University	00294900	Mount Olive College	00311000	Otterbein College
00279000	Nyack College	00290500	North Carolina Agricultural & Technical State University	00311300	Pontifical College Josephinum
00279100	Pace University - New York	00295000	North Carolina Central University	00311500	Rabbinical College of Telshe
00279600	Polytechnic University	00398100	North Carolina School of the Arts	00312100	Tiffin University
00279800	Pratt Institute	00297200	North Carolina State University	00312300	University of Akron
00280300	Rensselaer Polytechnic Institute	00295100	North Carolina Wesleyan College	00312500	University of Cincinnati
00280500	Roberts Wesleyan College	00295500	Pfeiffer University	00312700	University of Dayton
00280600	Rochester Institute of Technology	00295700	Queens University of Charlotte	00304500	University of Findlay
00280700	Rockefeller University	00296700	Saint Andrews Presbyterian College	00311600	University of Rio Grande
00281001	Sage College - Albany	00296800	Saint Augustines College	00313100	University of Toledo
00281000	Sage College - Troy	00296000	Salem College	00313300	Urbana University
00281700	Saint Bonaventure University	00296200	Shaw University	00313400	Ursuline College
00282000	Saint Francis College	University of North Carolina:		00313500	Walsh University
00282100	Saint John Fisher College	00297400	Chapel Hill	00314100	Wilberforce University
00282300	Saint John's University	00297500	Charlotte	00314200	Wilmington College
00282500	Saint Joseph's College	00297600	Greensboro	00314300	Wittenberg University
00282900	Saint Lawrence University	00290700	Asheville	00307800	Wright State University
00268300	Seminary of the Immaculate Conception	00295400	Pembroke	00314400	Xavier University
00281600	Siena College	00298400	Wilmington	00314500	Youngstown State University
00281400	Skidmore College	00297800	Wake Forest University	Oklahoma	
State University of New York:		00297900	Warren Wilson College	00315000	Cameron University
00283500	Albany	00298100	Western Carolina University	00315400	East Central University
00283600	Binghamton	00298500	Wingate University	00315700	Langston University
00283700	Buffalo	00298600	Winston - Salem State University	00316100	Northeastern State University
00284500	Geneseo	North Dakota		00316300	Northwestern Oklahoma State University
00284600	New Paltz	00298900	Dickinson State University	State University	
00284900	Plattsburgh	00299000	Jamestown College	00316400	Oklahoma Baptist University
00283800	Stony Brook	00299300	Mayville State University	00316500	Oklahoma Christian University
00284100	Brockport	00299400	Minot State University	00317400	Oklahoma Panhandle State University
00284300	Cortland	00299700	North Dakota State University	State University	
00284400	Fredonia	00300500	University of North Dakota	00317000	Oklahoma State University
00710900	Old Westbury	00300800	Valley City State University	00398500	Oral Roberts University
00284700	Oneonta	Ohio		00317900	Southeastern Oklahoma State University
00284800	Oswego	00301000	Antioch College	00314900	Southern Nazarene University
00285000	Potsdam	00301200	Ashland University	00318100	Southwestern Oklahoma State University
00679100	Purchase	00301400	Baldwin/Wallace College	State University	
00285100	College of Environment Science & Forestry	00301600	Bluffton College	00318400	University of Oklahoma
01028600	Empire State College	00301800	Bowling Green State University	00316700	University of Science & Arts of Oklahoma
01167800	Institute of Technology	00302300	Capital University	00318500	University of Tulsa
00288200	Syracuse University	00302400	Case Western Reserve University	Oregon	
01014200	Touro College	00302500	Cedarville University	00319100	Concordia University
00288900	Union College	00302600	Central State University	00319300	Eastern Oregon University
00289200	United States Merchant Marine Academy	00303200	Cleveland State University	00319400	George Fox University
00289300	United States Military Academy	00303300	College of Mount Saint Joseph	00319700	Lewis & Clark College
00289400	University of Rochester	00303700	College of Wooster (The)	00319800	Linfield College
00288300	Utica College	00303900	Columbus College of Art & Design	00319900	Marylhurst University
00289500	Vassar College	00304300	David N Myers University	00320800	Northwest Christian College
00289900	Wagner College	00304100	Defiance College	00321000	Oregon State University
00290100	Wells College	00304200	Denison University	00321600	Portland State University
00290300	Yeshiva University	01072725	Devry - Ohio	00321700	Reed College
North Carolina		00303600	Franciscan University of Steubenville	00321900	Southern Oregon University
00290600	Appalachian State University	00304600	Franklin University	00322300	University of Oregon
00290900	Barber - Scotia College	00304700	Hebrew Union College	00322400	University of Portland
00290800	Barton College	00304800	Heidelberg College	00322500	Warner Pacific College
00291000	Belmont Abbey College	00304900	Hiram College	00133900	Western Baptist College
00291100	Bennett College	00305000	John Carroll University	00320900	Western Oregon University
00291300	Campbell University	00305100	Kent State University	00322700	Willamette University
00291400	Catawba College	00306500	Kenyon College		
00291800	Davidson College	00306600	Lake Erie College		
00292000	Duke University	00307200	Malone College		

Pennsylvania

00322900 Albright College
00323000 Allegheny College
00323300 Alvernia College
00323500 Arcadia University
00331500 Bloomsburg University
00323700 Bryn Mawr College
00323800 Bucknell University
00324100 Cabrini College
00331600 California University
00330300 Carlow College
00324200 Carnegie Mellon University
00324300 Cedar Crest College
00324400 Chatham College
00324500 Chestnut Hill College
00331700 Cheyney University
00331800 Clarion University
00324700 College Misericordia
00325200 Delaware Valley College of
Science & Agriculture
00398600 DeSales University
00325300 Dickinson College
00325600 Drexel University
00325800 Duquesne University
00332000 East Stroudsburg University
00325900 Eastern University
00332100 Edinboro University
00326200 Elizabethtown College
00326500 Franklin & Marshall College
00326600 Gannon University
00326700 Geneva College
00326800 Gettysburg College
00405800 Gratz College
00326900 Grove City College
00327000 Gwynedd-Mercy College
00327400 Haverford College
00327500 Holy Family University
00327600 Immaculata College
00327700 Indiana University of Pennsylvania
00327900 Juniata College
00328200 Kings College
00332200 Kutztown University
00398700 La Roche College
00328700 La Salle University
00328400 Lafayette College
00328800 Lebanon Valley College
00328900 Lehigh University
00329000 Lincoln University
00332300 Lock Haven University
00329300 Lycoming College
00332400 Mansfield University
00329600 Marywood University
00329700 Mercyhurst College
00329800 Messiah College
00332500 Millersville University
00330100 Moravian College
00330400 Muhlenberg College
00398800 Neumann College
00332900 Pennsylvania State University
00335400 Philadelphia University
00335700 Point Park College
02273400 Reconstructionist Rabbinical
College
00335900 Robert Morris University
00336000 Rosemont College
00336600 Saint Francis University
00336700 Saint Joseph's University
00336800 Saint Vincent College & Seminary
00336200 Seton Hill University
00332600 Shippensburg University
00332700 Slippery Rock University
00336900 Susquehanna University
00337000 Swarthmore College
00337100 Temple University
00337600 Thiel College
01239300 Thomas Jefferson University
00337800 University of Pennsylvania

00338400 University of Scranton
00335000 University of the Arts
00338500 Ursinus College
00338800 Villanova University
00338900 Washington and Jefferson College
00339100 Waynesburg College
00332800 West Chester University
00339200 Westminster College
00331300 Widener University
00339400 Wilkes University
00339600 Wilson College
00339900 York College of Pennsylvania

Rhode Island

00340100 Brown University
00340200 Bryant College
00340600 Providence College
00340700 Rhode Island College
00341000 Roger Williams University
00341100 Salve Regina University
00341400 University of Rhode Island

South Carolina

00341700 Allen University
00342000 Benedict College
00342100 Bob Jones University
00341900 Charleston Southern University
00342300 The Citadel
00342400 Claflin University
00342500 Clemson University
00342700 Coker College
00342800 College of Charleston
00343000 Columbia College
00343100 Converse College
00343200 Erskine College
00922600 Francis Marion University
00343400 Furman University
00343500 Lander University
00343600 Limestone College
00343900 Morris College
00344000 Newberry College
00344500 Presbyterian College
00344600 South Carolina State University
00342200 Southern Wesleyan University
University of South Carolina:
00344900 Aiken
00344800 Columbia
00695100 Spartanburg
00345500 Voorhees College
00345600 Winthrop University
00345700 Wofford College

South Dakota

00345800 Augustana College
00345900 Black Hills State University
00346300 Dakota State University
00346100 Dakota Wesleyan University
00405700 National American University
00346600 Northern State University
01465900 Oglala Lakota College
00347000 South Dakota School of
Mines & Technology
00347100 South Dakota State University
00346900 University of Sioux Falls
00347400 University of South Dakota

Tennessee

00347800 Austin Peay State University
00347900 Belmont University
00348000 Bethel College
00353600 Bryan College
00348100 Carson - Newman College
00348200 Christian Brothers University
00348500 Cumberland University
00348600 David Lipscomb University
00348700 East Tennessee State University

00349000 Fisk University
00349200 Freed Hardeman University
00349600 King College
00349700 Knoxville College
00349800 Lambuth University
00349900 Lane College
00350000 Lee University
00350100 LeMoyne - Owen College
00350200 Lincoln Memorial University
00350500 Maryville College
00351000 Middle Tennessee State University
00351100 Milligan College
00351900 Rhodes College
00351800 Southern Adventist University
00352200 Tennessee State University
00352300 Tennessee Tech University
00352400 Tennessee Temple University
00352500 Tennessee Wesleyan College
00352600 Trevecca Nazarene University
00352700 Tusculum College
00352800 Union University
00350900 University of Memphis
University of Tennessee:
00352900 Chattanooga
00353000 Knoxville
00353100 Martin
00353400 University of the South
00353500 Vanderbilt University

Texas

00353700 Abilene Christian University
02259400 Amberton University
00354100 Angelo State University
00354300 Austin College
00354400 Austin Presbyterian Theological
Seminary
00354500 Baylor University
00355700 Concordia University at Austin
00356000 Dallas Baptist University
00694100 Dallas Christian College
00356400 East Texas Baptist University
00357100 Hardin-Simmons University
00357600 Houston Baptist University
00357500 Howard Payne University
00357700 Huston - Tillotson College
00363700 Jarvis Christian College
00358100 Lamar University
00358400 LeTourneau University
00358600 Lubbock Christian University
00359100 McMurry University
00359200 Midwestern State University
00359800 Our Lady of The Lake University
00360200 Paul Quinn College
00363000 Prairie View Agricultural &
Mechanical University
00360400 Rice University
00362100 Saint Edwards University
00362300 Saint Mary's University
00360600 Sam Houston State University
00361300 Southern Methodist University
00361500 Southwest Texas St. University
00361900 Southwestern Adventist University
00362000 Southwestern University
00362400 Stephen F Austin State University
00362500 Sul Ross State University
00363100 Tarleton State University
Texas A&M:
03170300 Texarkana
00965100 International University
00363200 College Station
00356500 Commerce
01116100 Corpus Christi
00363204 Galveston
00363600 Texas Christian University
00363800 Texas College
00364100 Texas Lutheran University
00364200 Texas Southern University

00364400 Texas Tech University
 00364500 Texas Wesleyan University
 00364600 Texas Woman's University
 00364700 Trinity University
 00365100 University of Dallas
 University of Houston:
 01171100 Clear Lake
 00361200 Downtown
 00365200 University Park
 01323100 Victoria
 00358800 University of Mary Hardin-Baylor
 00359400 University of North Texas
 00365400 University of Saint Thomas
 University of Texas:
 00359900 Pan American
 00365600 Arlington
 00365800 Austin
 00974100 Dallas
 00366100 El Paso
 01011500 San Antonio
 01116300 Tyler
 00357800 University of the Incarnate Word
 00366300 Wayland Baptist University
 00366500 West Texas A&M University
 00366900 Wiley College

Utah

00367000 Brigham Young University
 00367800 Southern Utah University
 00367500 University of Utah
 00367700 Utah State University
 00368000 Weber State University
 00368100 Westminster College

Vermont

00368200 Bennington College
 00368300 Castleton State College
 00368500 College of Saint Joseph
 00368600 Goddard College
 00368700 Green Mountain College
 00368800 Johnson State College
 00368900 Lyndon State College
 00369000 Marlboro College
 00369100 Middlebury College
 00369200 Norwich University
 00369400 Saint Michael's College
 00886000 School for International Training
 00369300 Southern Vermont College
 00369600 University of Vermont

Virginia

00370200 Averett University
 00370300 Bluefield College
 00370400 Bridge water College
 00370600 Christopher Newport University
 00370500 College of William & Mary
 00370800 Eastern Mennonite University
 00370900 Emory & Henry College
 00371100 Ferrum College
 00374900 George Mason University
 00371300 Hampden Sydney College
 00371400 Hampton University
 00371500 Hollins University
 00372100 James Madison University
 02053000 Liberty University
 00372000 Lynchburg College
 00372300 Mary Baldwin College
 00374600 Mary Washington College
 00372400 Marymount University
 00376500 Norfolk State University
 00372800 Old Dominion University
 00373200 Radford University
 00373300 Randolph - Macon College
 00373400 Randolph - Macon
 Woman's College
 00373600 Roanoke College
 00373900 Saint Paul's College

00373700 Shenandoah University
 00374200 Sweet Briar College
 00374400 University of Richmond
 00374500 University of Virginia
 00374700 University of Virginia's
 College at Wise
 00373500 Virginia Commonwealth University
 00375200 Virginia Intermont College
 00375300 Virginia Military Institute
 00375400 Virginia Polytechnic Institute &
 State University
 00376400 Virginia State University
 00376600 Virginia Union University
 00376700 Virginia Wesleyan College
 00376800 Washington and Lee University

Washington

00377100 Central Washington University
 00377500 Eastern Washington University
 00815500 Evergreen State College
 00377800 Gonzaga University
 00377700 Heritage College
 00378300 Northwest College
 00378500 Pacific Lutheran University
 00379400 Saint Martin's College
 00378800 Seattle Pacific University
 00379000 Seattle University
 00379700 University of Puget Sound
 00379800 University of Washington - Seattle
 00379900 Walla Walla College
 00380000 Washington State University
 00380200 Western Washington University
 00380300 Whitman College
 00380400 Whitworth College

West Virginia

00380600 Alderson Broaddus College
 00380800 Bethany College
 00380900 Bluefield State College
 00381000 Concord College
 00381100 Davis & Elkins College
 00381200 Fairmont State College
 00381300 Glenville State College
 00381500 Marshall University
 00382000 Salem International University
 00382200 Shepherd College
 00381800 University of Charleston
 00382300 West Liberty State College
 00500701 West Virginia Career Institute
 00382600 West Virginia State College
 00382700 West Virginia University
 00383000 West Virginia Wesleyan College
 00383100 Wheeling Jesuit University

Wisconsin

00383200 Alverno College
 00383500 Beloit College
 00383700 Cardinal Stritch University
 00383800 Carroll College
 00383900 Carthage College
 00384200 Concordia University - Wisconsin
 00384800 Edgewood College
 00385400 Lakeland College
 00385600 Lawrence University
 00386100 Marian College of Fond du Lac
 00386300 Marquette University
 00386800 Milwaukee School of Engineering
 00386900 Mount Mary College
 00387500 Northland College
 00388400 Ripon College
 00389200 Saint Norbert College
 00385000 Silver Lake College
 University of Wisconsin
 00391700 Eau Claire
 00389900 Green Bay
 00391900 LaCrosse

00389600 Milwaukee
 00392000 Oshkosh
 00501500 Parkside
 00392100 Platteville
 00392300 River Falls
 00392400 Stevens Point
 00391500 Stout
 00392500 Superior
 00392600 Whitewater
 00391100 Viterbo University
 02136600 Wisconsin Lutheran College

Wyoming

00393200 University of Wyoming

Puerto Rico

Catholic University Puerto Rico:
 00393600 Ponce
 00393603 Mayaguez

Inter American University of Puerto Rico:

00393804 Aguadilla
 00393805 Arecibo
 00393806 Barranquitas
 00393811 Bayamon
 00393807 Fajardo
 00393808 Guayama
 00393802 Metropolitan
 00393809 Ponce
 00393803 San German Campus
 University of Puerto Rico:
 00394204 Cayey
 00394205 Humaco
 00394211 Utuado
 00394202 Mayaguez
 00394210 Ponce
 00394201 Rio Pedras

Guam

00393500 University of Guam

Virgin Islands

00394600 University of the Virgin Islands

Other

00000000 Other Domestic
 99999999 Other Foreign

College Major Code List

Choose one major from the following list that best describes your major or field of study and fill in the appropriate circles in #31 (undergraduate) and in #32 (graduate).

001 Accounting	046 Environmental Studies	085 Library Science
002 Agriculture	047 Finance	086 Linguistics
003 American Civilization	048 Fine Arts	087 Literature
004 American Culture	049 Foreign Affairs	088 Management Information Systems
005 American Foreign Policy	Foreign Languages	089 Marketing
006 Anthropology	050-African (Native) Languages	090 Mathematics
007 Archaeology	051-Arabic Languages	091 Medicine
008 Architecture	052-Asian Languages	092 Meteorology
Area Studies	053-Germanic Languages	093 Military Science
009-African Studies	054-Romance Languages	094 Music
010-Chinese Studies	055-Slavic Languages	095 Peace and Conflict
011-East Asian Studies	056 Forestry	096 Performance Arts
012-East European Studies	057 Gender Policy	097 Personnel Management
013-European Studies	058 Geography	098 Philosophy
014-Latin American Studies	059 Geology	099 Physical Education
015-Middle East Studies	060 Government	100 Physics
016-Russian Studies	061 Health Policy	101 Physiology
017 Astronomy	062 Hispanic Studies	102 Policy Analysis
018 Biology	063 History	103 Political and Economic
019 Black Studies	064 Industrial Management	104 Political Culture
020 Botany	065 Industrial Relations	105 Political Management
021 Business	066 Information Technology	106 Political Psychology
022 Cartography	International Studies	107 Political Science
023 Chemistry	067-International Agriculture	108 Political Theory
024 Classics	068-International Bargaining	109 Pre-Law
Communications	069-International Conflict Resolution	110 Pre-Med
025-Advertising	070-International Economics	111 Psychology
026-Film	071-International Health Management	112 Public Administration
027-Radio	072-International Labor Relations	113 Public Policy
028-TV	073-International Law	114 Religion
029 Comparative Politics	074-International Legal Studies	115 Science
030 Computer Science	075-International Nutrition	116 Science, Technology, and Public Policy
031 Criminal Justice	076-International Organization	117 Security Policy Studies
032 Criminology	077-International Political Economy	118 Social Welfare
033 Defense Policy	078-International Politics	119 Social work
034 Development Studies	079-International Relations	120 Sociology
035 Diplomacy	080-International Trade and Finance	121 Statistics
036 Economics	081 Journalism	122 Systems Analysis and
037 Education	082 Labor Relations	123 Urban Planning
038 Education Policy	083 Law	124 Zoology
039 Energy and Natural Resources	084 Liberal Arts	997 Other
Engineering		998 No major
040-Civil		
041-Electrical		
042-Electronics		
043-Environmental		
044-Mechanical		
045 English		

Official Postal Service Abbreviations

FOR STREET ADDRESSES:

Apartment	APT	Highway	HWY	South	S
Avenue	AVE	Lake	LK	Street	ST
Boulevard	BLVD	Lane	LN	Terrace	TER
Box	BX	Mount	MT	Trail	TRL
Broadway	BDWY	Mountain	MTN	Trailer	TRLR
Court	CT	North	N	Turnpike	TPKE
Drive	DR	Parkway	PKY	University	UNIV
East	E	Place	PL	West	W
Fort	FT	Point	PT		
Garden	GDN	Port	PRT		
Headquarters	HQ	Road	RD		
Heights	HTS	Route	RT		

FOR STATES AND TERRITORIES:

Alabama	AL	Kansas	KS	North Dakota	ND
Alaska	AK	Kentucky	KY	Ohio	OH
Arizona	AZ	Louisiana	LA	Oklahoma	OK
Arkansas	AR	Maine	ME	Oregon	OR
California	CA	Maryland	MD	Pennsylvania	PA
Canal Zone	CZ	Massachusetts	MA	Puerto Rico	PR
Colorado	CO	Michigan	MI	Rhode Island	RI
Connecticut	CT	Minnesota	MN	South Carolina	SC
Delaware	DE	Mississippi	MS	South Dakota	SD
District of Columbia	DC	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Guam	GU	Nevada	NV	Vermont	VT
Hawaii	HI	New Hampshire	NH	Virginia	VA
Idaho	ID	New Jersey	NJ	Virgin Islands	VI
Illinois	IL	New Mexico	NM	Washington	WA
Indiana	IN	New York	NY	West Virginia	WV
Iowa	IA	North Carolina	NC	Wisconsin	WI
				Wyoming	WY

Section III

Sample Tests

1. Job Knowledge Test

To familiarize you with representative types of questions that appear in this part of the Foreign Service Written Examination, the following sample questions are provided. They are intended as examples of the subject matter covered by this test, not the degree of difficulty. An answer key can be found at the end of the Sample Tests.

General Section

DIRECTIONS: Each question or incomplete statement below is followed by four suggested answers or completions. Select the one that is best in each case

Knowledge Area: United States Government (general understanding of the composition and functioning of the federal government, the Constitution and its history, the structure of Congress and its role in foreign affairs, as well as the United States political system and its role in governmental structure, formulation of government policies, and foreign affairs).

1. Which of the following statements best describes an aspect of life in most former Confederate states following the period of Reconstruction (after 1876)?
 - A. The Southern social order was radically transformed by the end of slavery because African Americans enjoyed both new economic opportunities and the right to vote.
 - B. With the end of slavery, the cotton economy collapsed, and the South rapidly followed the Northern lead of industrialization and urbanization.
 - C. The federal government granted citizenship and voting rights to African Americans, but it failed to guarantee those rights or to challenge state legislation that effectively suspended those rights.
 - D. In the absence of economic opportunities or protection against discrimination, most southern African Americans migrated to northern cities during the Reconstruction period.

2. Congress can override a presidential veto of a congressional bill by:
 - A. not signing the bill.
 - B. passing the bill again by a two-thirds majority in both houses.
 - C. filibustering.
 - D. voting to place the bill in the congressional record.
3. Which of the following amendments to the Constitution affects the political process by declaring that the federal government should not interfere with the press?
 - A. First
 - B. Fifth
 - C. Seventh
 - D. None – no amendment refers to the press

Knowledge Area: United States Society (understanding of major events, institutions, and movements in national history, including political and economic history; as well as national customs and culture, social issues and trends, and the influence of U.S. society on foreign policy and foreign affairs).

4. The primary medium for the diffusion of American popular culture throughout the world following World War I was:
 - A. motion pictures.
 - B. newspapers.
 - C. radio.
 - D. books.

5. The architect Maya Lin is known for designing the:
- A. Paris Las Vegas Hotel, Las Vegas.
 - B. Vietnam Veterans Memorial, Washington, D.C.
 - C. Sears Tower, Chicago.
 - D. Getty Museum, Los Angeles.

Knowledge Area: World History and Geography (general understanding of significant world historical events, issues, and developments, including their impact on U.S. foreign policy; as well as knowledge of world geography and its relationship to U.S. foreign policy).

6. The purpose of the South African policy of apartheid was best described as the:
- A. segregation of blacks from English-speaking whites.
 - B. control of immigration from neighboring countries.
 - C. protection of the economic, political, and social status of Afrikaners.
 - D. promotion of equal opportunity for various racial groups.
7. The most economical route for an oil pipeline from Turkmenistan to world export markets would cross:
- A. Iran.
 - B. Afghanistan.
 - C. Uzbekistan.
 - D. Pakistan.

Knowledge Area: Economics (general understanding of economic issues and the economic system of the United States).

8. The Council of Economic Advisers advises which of the following on monetary and fiscal policy?
- A. The Federal Reserve Bank
 - B. The Joint Economic Committee of Congress
 - C. The President of the United States
 - D. The Senate Budget Committee
9. All of the following are examples of United States products that would typically fail to be produced to optimal output without government intervention EXCEPT:
- A. national defense products.
 - B. light provided by lighthouses.
 - C. new automobiles.
 - D. new highways.

Knowledge Area: Mathematics and Statistics (basic mathematical and statistical procedures and calculations)

10. After a 3% raise and a \$3,000 bonus, a worker's salary increased to \$50,000. What was the worker's salary before the raise and bonus?
- A. \$48,544
 - B. \$47,000
 - C. \$46,910
 - D. \$45,631
11. The test scores for seven students are 90, 90, 70, 40, 80, 90 and 100. What is the median score for this group?
- A. 70
 - B. 80
 - C. 85
 - D. 90

Knowledge Area: Management (general understanding of basic managerial principles, techniques, and methods).

12. The primary guideline for effective delegation of tasks to subordinates is to:
- A. delegate to subordinates only when necessary.
 - B. delegate both pleasant and unpleasant tasks to subordinates.
 - C. provide subordinates information on a "need-to-know" basis.
 - D. provide assistance to subordinates whenever it is requested.
13. A work group that has high performance norms and low cohesiveness will most likely have which of the following levels of performance?
- A. Very high
 - B. High
 - C. Moderate
 - D. Low

Knowledge Area: Communication (general understanding of principles of effective communication and public speaking techniques, as well as knowledge of the media and media relations).

14. Posing rhetorical questions, telling a story, and providing a quotation are all techniques that help a public speaker to:
- A. arouse audience curiosity.
 - B. avoid audience questions.
 - C. increase audience anxiety.

15. Unless told otherwise, a professional journalist will most likely consider anything said by a source to be:

A. off the record.
B. on the record.
C. on background.
D. not attributable.

Knowledge Area: Computers (general understanding of basic computer operations such as preparing and using e-mail).

16. It is common practice of e-mail users to have some specific text automatically appear at the end of their sent messages. This text is called their:

A. attachment.
B. subject.
C. signature.
D. protocol.

End of the GENERAL section of the Job Knowledge Test.

To go on to the CAREER TRACK section selected on your answer sheet, turn to the corresponding page listed below:

Career Track	Questions	Start Page
1. Management	17 – 26	*
2. Consular	17 – 26	*
3. Economic	17 – 26	*
4. Political	17 – 26	*
5. Public Diplomacy	17 – 26	*

* Each Career Track section will start on a different page in the actual test booklet.

Career Track Section

The sample questions for the career track section are intended to be broadly representative of topics that are likely to be covered in all five of the career track sections. In the actual test, however, the number of questions in each of these topic areas will depend on the career track section taken, in accordance with the relative importance of the topic for each particular career track.

After completing the general section, candidates will immediately turn to and take the career track section in the test booklet that corresponds to the career track test form number they mark on the answer sheet. A single time limit will be allowed for completing both general and career track sections; there will be no rest break between the general and career track sections.

After completing the general section, it is very important for candidates to turn to and take the career track section of the test booklet that corresponds to the career track test form number marked by the candidate on the answer sheet; scoring will be based upon the career track test form number marked on the answer sheet. Only one career track section may be taken. The career track section taken must correspond to the career track test form number marked by the candidate on the answer sheet, as this is the only section that will be scored.

Selection of a career track should be guided by the candidate's career track interests, not by comparison of item content across career track sections. Differences between career track sections in content emphasis may be subtle. From a time management perspective, time taken by the candidate to make comparisons between career track sections will reduce the time available for completing the test.

DIRECTIONS: Each question or incomplete statement below is followed by four suggested answers or completions. Select the one that is best in each case.

Knowledge Area: Computers (common computer applications, such as word processing, data management, and spreadsheets).

17. A computerized database can best be described as a collection of:
- A. linkages.
 - B. numerical keys.
 - C. related information.
 - D. fields.

Knowledge Area: United States Government (in-depth knowledge of specific aspects of the Constitution, such as treaties and Constitutional influences on foreign relations, as well as general knowledge of U.S. national interests pursued abroad, such as human rights, promotion of U.S. trade, etc).

18. The U.S. attitude of "isolationism" toward military involvement abroad ended with the entry of the United States into the:
- A. Mexican War.
 - B. Franco-Prussian War.
 - A. Spanish-American War.
 - B. First World War.
19. The Supreme Court's right to invalidate a law passed by the Congress and signed by the President was first made explicit in the:
- A. U.S. Constitution.
 - B. Judiciary Act of 1789.
 - C. case called *Marbury v. Madison*.
 - D. case called *McCulloch v. Maryland*.

Knowledge Area: Management (basic understanding of psychology and human behavior, motivational methods and strategies, basic leadership approaches such as modeling, and Equal Employment Opportunity policies, regulations, and laws).

20. Tension caused by the perception of inequity among employees or groups of employees is LEAST likely to lead to:
- A. a reduced level of effort on the job.
 - B. an increased level of effort on the job.
 - C. a demand for an increase in pay.
 - D. increased absenteeism.

21. Always setting difficult, unreachable goals for your subordinates is MOST likely to result in:
- A. increased effort to accomplish more.
 - B. increased competition between employees.
 - C. apathy and decreased effort among employees.
 - D. loss of the poorest performers.
22. In the U.S., sexual harassment in the workplace is prohibited by the:
- A. Civil Rights Act of 1964.
 - B. Nineteenth Amendment to the Constitution.
 - C. Americans with Disabilities Act of 1990.
 - D. Right to Work Act of 1983.
23. The management process through which a person helps others finish their work and improves the way others work together is called:
- A. resolution.
 - B. validation.
 - C. actualization.
 - D. facilitation.

Knowledge Area: Economics (basic principles of economics, such as supply and demand).

24. If all other factors were held constant, the most likely outcome of an increase in a country's trade deficit would be:
- A. an appreciation of the value of the country's currency.
 - B. a depreciation of the value of the country's currency.
 - C. a decrease in the country's current account deficit.
 - D. a decrease in the country's capital account surplus.

Knowledge Area: Communication (common sources of information such as newspapers, television, radio, the Internet, and published documents and government reports).

25. The Freedom of Information Act, enacted by the Congress in 1966, was expanded in 1996 to encompass:
- A. audiotaped transcripts.
 - B. Supreme Court deliberations.
 - C. electronic records.
 - D. Presidential campaign contributions.

Knowledge Area: World Geography
(general knowledge of the distribution of
key natural resources in the world, as well
as geographically based national rivalries
and alliances).

26. According to a recent United Nations report,
which of the following countries has the
lowest level of internal renewable water
resources per capita?
- A. Columbia
 - B. Israel
 - C. Turkey
 - D. United States

2. English Expression Test

DIRECTIONS: In the passages that follow, certain words and phrases are underlined and numbered. In the right-hand column, you will find alternatives for each underlined part. You are to choose the one that best expresses the idea, makes the statement appropriate for standard written English, or is worded most consistently with the style and tone of the passage as a whole. If you think the original version is best, choose option A., which is the same as the original version.

You may also find questions about a section of the passage, or about the passage as a whole. These questions do not refer to an underlined portion of the passage, but rather are identified by a number or numbers in a box.

For each question, choose the alternative you consider best and circle the letter of that choice. Read each passage through once before you begin to answer the questions that accompany it. You cannot determine most answers without reading several sentences beyond the question. Be sure that you have read far enough ahead each time you choose an alternative.

- ¹The poaching of elephants, which goes on in the African nation of Chad, is a serious problem.
- The national parks director advised the U.S. embassy on January 11 that poaching has been on the increase since the prohibition on ²three African states on hunting and the ivory trade were revised. Statistics
- ³maintained by the Parks Department show that during the January 1997 to June 1998 period, a total of 41 elephants were killed in Zakouma National Park, where there is, at last count, a seasonal population of 2,000 elephants.
- Statistics for the ⁴most recent six-month period are still being compiled by the Parks
1. A. The poaching of elephants, which goes on in the African nation of Chad, is
B. The poaching in the African nation of Chad of elephants is
C. The poaching of elephants in the African nation of Chad is
D. In the African nation of Chad the poaching of elephants are
 2. A. three African states on hunting and the ivory trade were revised.
B. hunting and the ivory trade in three African states were revised.
C. three African states on hunting and the ivory trade was revised.
D. hunting and the ivory trade in three African states was revised.
 3. A. maintained by the Parks Department
B. maintained, by the Parks Department,
C. by the Parks Department
D. the Parks Department maintains,
 4. A. most recent six-month period are still
B. just passed six-month period are still in the process of
C. six-month period that just passed is still in the process of
D. most recent six-month period is still

⁵Department, however the department director, he was unequivocal about there being an overall worsening of the situation. He maintained that approximately five elephants per month ⁶is being killed, but that these

figures ⁷take into account incidents within Zakouma Park only, where the Parks Department maintain, some capacity to monitor the situation. Elephant populations also exist outside the park, and during the rainy season, even the Zakouma population is forced into

a dry-season dispersal area to the west and north ⁸that appears to be lots larger than the park itself. Poaching does occur in these ⁹zones, but it is more difficult to monitor than in the park.

¹⁰Since two game wardens were shot, and killed by poachers in Zakouma Park in December 1997, the government of Chad has temporarily increased ¹¹it's military presence in the zone, which, according

5. A. Department, however the department director, he was unequivocal about there
B. Department, however, the department director was unequivocal for their
C. Department. However, the department director was unequivocal about their
D. Department. However, the department director was unequivocal about there
6. A. is being killed, but that
B. is being killed, but that,
C. are being killed, but that
D. are being killed, but that,
7. A. take into account incidents within Zakouma Park only, where the Parks Department maintain, some
B. take into account incidents within Zakouma Park only, where the Parks Department maintains some
C. take into account incidents, within Zakouma Park only, where the Parks Department maintains some sort of
D. accounts for incidents within Zakouma Park only, wherein the Parks Department maintains some
8. Assuming that all of the following are accurate, which one provides information about the dispersal area while maintaining the tone of the passage?
A. that appears to be lots larger than the park itself.
B. about the same shape as the park but four times the size.
C. with lots of room for other elephants and different kinds of animals.
D. that is about four times the size of the park itself.
9. A. zones, but it is more difficult to monitor than
B. zones. But it is more difficult to monitor then
C. zones; but it is most difficult to monitor then
D. zones: but it is more difficult to monitor than
10. A. two game wardens were shot, and killed by poachers
B. the fatal shooting and killing of two game wardens by poachers
C. poachers used guns to kill two game wardens
D. poachers shot and killed two game wardens
11. A. it's military presence
B. its military presence
C. its militarys' presence
D. it's military, present

to the park director, has had a somewhat dissuasive effect this past month.

The U.S. embassy anticipates holding a training exercise for park rangers in March or April of this year

and ¹²will soon be transferring two vehicles to the park.

The embassy has also sought funding from the

Department of Interior's African Elephant Conservation

Fund in an effort to ¹³help to conserve Chad's elephant

population. ¹⁴In addition, the embassy is discussing

with the U.S. Forest and Wildlife Service the possibility

¹⁵that an official would be in Chad for a specific

purpose. [16]

12. A. will soon be transferring
B. would soon be transferring
C. soon would have transferred
D. soon transferred
13. A. help to conserve
B. conserve
C. conserve and maintain
D. ensure the conservation and safety of
14. A. In addition,
B. At this place in time,
C. When all is said and done,
D. As you will come to know,
15. Given that all of the following choices are true, which one would provide the clearest and most relevant information to the paragraph?
- A. that an official would be in Chad for a specific purpose.
B. that someone would be sent to Chad with the purpose being to assess the particulars of the situation.
C. of its sending an official to Chad to assess the situation.
D. of an official visit to Chad, sent by them for the sole purpose of the assessment.
16. Which of the following sentences best summarizes the last paragraph?
- A. The U.S. embassy in Chad has an excess number of vehicles.
B. The U.S. has an interest in the fate of Chad's elephant population.
C. The U.S. Department of Interior has expanded its sphere into international arenas.
D. Chad has an insurmountable elephant problem.

Questions 17-25: In the following sentences, certain words and phrases are underlined and numbered. Each sentence is followed by alternatives for each underlined part. Choose the alternative that best expresses the idea in standard written English. If you think the original version is best, choose option **A.**, which is the same as the original version.

The Office of Ecology and Terrestrial Conservation

leads the formulation of policies to address international threats to biodiversity, ¹⁷notably land degradation, invasive species, and illegal trade.

17. A. notably
B. notable
C. more notably
D. more notable

There is a controversy over a series of apparent incursions across a border line ¹⁸drawn in 1923.

18. A. drawn
B. which is drawn
C. where it was drawn
D. drawing

Last Sunday's parliamentary election ¹⁹delivery of a stinging setback to the governing Liberal Party.

19. A. delivery of a
B. was delivered by a
C. delivered a
D. deliverance of that

A large segment of Lapatria's officer corps ²⁰have been receiving U.S. training.

20. A. have been receiving
B. have received
C. are receiving
D. has received

The ambassador and ²¹myself were in attendance at the ceremony.

21. A. myself were in attendance at
B. I attended
C. me were in attendance at
D. myself attended

If we ²²had had the map, we might ²³of went further inland.

22. A. had had
B. have had
C. had
D. have

23. A. of went
B. have went
C. of gone
D. have gone

Sustainable development involves enriching our people without impoverishing our planet and is a compelling moral and humanitarian issue. But sustainable development is also a security imperative. [24]

24. Which of the following sentences, inserted here, would best explain how sustainable development relates to security?

- A. When we talk of sustainable development, we are talking about the means to unlock human potential through economic development based on sound economic policy.
B. Achieving sustainable management of natural resources worldwide requires the cooperation and commitment of all countries.
C. The best social development is based on investments in health and education and responsible stewardship of the environment.
D. Environmental degradation coupled with poverty and despair causes social instability that can spread from individual countries to entire regions.

The Inter-American Convention Against Corruption covers corrupt practices on both the national and international ²⁵level, furthermore, it commits nations to bringing domestic law into compliance with the convention.

25. A. level,
B. level
C. level;
D. level—

3. Sample Written Essay Topics

You will have 50 minutes to write an essay on your choice of one of several topics. Sample topics are provided below.

When composing your essay, you should present your point of view clearly and support it. Your writing will be evaluated on the quality of the writing, not the opinions expressed. A successful essay should have an obvious structure and clear thesis supported by relevant substantiating details. It should show your ability to analyze a topic in a way that is appropriate for the intended audience. The writing should be coherent with only occasional lapses that do not impede flow or readers' comprehension. Language should be generally concise with clear and appropriate word choice. The language should also be free of errors in grammar and syntax, with only minor errors in spelling and punctuation. There is no limit on length.

1. Although rates for violent crime have fallen in the last few years, as a society we must continue to be concerned about existing crime rates and how to prevent violent crimes from occurring. Some argue that the most effective means of preventing crime is to expand police forces, particularly in large urban areas, and put more police officers on the street. Others argue that more effective gun control laws are needed to reduce the number and kinds of guns available to criminals. Still others argue that imposing stiffer legal penalties and keeping criminals in jail longer are the best means of preventing violent crime. In your view, what is the most effective public policy for preventing violent crime? Carefully explain the rationale for your position.
2. In recent years, there have been a number of mergers between firms in entertainment, communications, publishing, banking, automobile manufacturing, and other industries. Some people think that mergers result in lower operating costs, greater efficiency, and increased productivity for businesses. Others think such mergers are beneficial because they result in enhanced services and lower costs for consumers. However, some argue that mergers are not beneficial for society because they often result in loss of jobs and may reduce people's access to goods and information. In your view, are mergers beneficial? Carefully explain the rationale for your position.

SAMPLE TEST QUESTIONS ANSWER

Job Knowledge Test			English Expression Test		
1. C	11. D	21. C	1. C	11. B	21. B
2. B	12. B	22. A	2. D	12. A	22. A
3. A	13. C	23. D	3. A	13. B	23. D
4. A	14. A	24. B	4. A	14. A	24. D
5. B	15. B	25. C	5. D	15. C	25. C
6. C	16. C	26. B	6. C	16. B	
7. A	17. C		7. B	17. A	
8. C	18. D		8. D	18. A	
9. C	19. C		9. A	19. C	
10. D	20. B		10. D	20. D	

Section IV

Frequently Asked Questions

- **What can I do to prepare to take the Foreign Service Written Examination and Oral Assessment?**

Over time, a thorough daily reading of major news publications will help develop the kind of general knowledge in world and national affairs that is necessary to do well. An officially sanctioned study guide is also available; instructions for ordering it are at the end of this booklet. Sample questions are also provided in this booklet.

- **What should I study in college?**

Historically, those who have majored in political science, history, and social sciences have been in a majority in the Foreign Service. However, the Foreign Service is now actively seeking applicants with specialized training or experience in areas including management, environmental science, economics, narcotics control, trade and investment, technology, management, computer science, journalism and foreign languages.

- **What experience is desirable?**

The Foreign Service is also looking to attract individuals with relevant experience. This could include work in teaching, law, administration, public service, local and state government, and military service.

- **Can I be assigned to the country of my choice?**

All Foreign Service Officers (FSOs) must be worldwide available (i.e. willing to serve anywhere the United States has embassies or consulates). Officers are transferred

routinely according to the needs of the Service.

- **What does the background investigation involve?**

Security investigators are alert to signs of criminal conduct, financial problems, tax difficulties, poor employment history, drug or alcohol abuse, and other factors that could pose security or other problems for the Service. Reasons for delay of a security clearance may include: living or extensive travel overseas, failure to complete forms correctly, missing signature, etc. A separate medical clearance is also required.

- **Will my family get to travel overseas with me?**

Spouses, children under 21, and dependent parents may accompany an FSO at government expense. However, security concerns and the lack of adequate educational or health facilities at a few posts may dictate against the family accompanying the officer to such posts.

- **What is included in the benefits package for the Foreign Service?**

Benefits include a health plan and a retirement plan, as well as annual and sick leave.

FSO salaries may be enhanced when officers are assigned overseas by such benefits as travel and lodging payments while enroute; government-provided housing, furniture, and utilities at post; home leave (including travel expenses); the shipment of automobiles to overseas posts; and hospitalization benefits.

In addition, educational allowances and travel for dependent children, cost-of-living allowances to help cover extra expenses in high-cost foreign cities, language incentive pay and special pay for danger and hardship posts are available when appropriate.

- **Are provisions made for spousal employment?**

Foreign Service families, like American families everywhere, are often two income families. The Department of State has tandem couples in the Foreign Service where both spouses are employees of the Foreign Service. Also, when overseas, some family members who are not tandem couples find work at the Embassy or Consulate, and others find employment on the economy of the host country. In addition, family members may be eligible to teach at International or American schools abroad, or work as freelancers.

For further information on other U.S. State Department careers, such as Foreign Service Specialists or the Civil Service, please consult our Web Site:<http://www.careers.state.gov> or write:

U.S. Department of State
Recruitment Division
2401 E Street, N.W., 5th Floor
Washington, D.C. 20522

Preparing for the Foreign Service Written Examination

Preparing for taking the Foreign Service Written Examination requires the candidate to be widely read or to have taken a wide variety of courses prior to taking the examination. The job analysis of Foreign Service Officer positions identified the following general knowledge areas as critical to success on the job across all five career tracks (Consular, Economic, Management, Political and Public Diplomacy):

Correct grammar, organization, writing strategy, sentence structure, and punctuation required for writing or editing reports. Encompasses English expression and language usage skills required for preparing or editing written reports, including correct grammar and good writing at the sentence and paragraph level.

U.S. Government. Encompasses a general understanding of the composition and functioning of the federal government, the Constitution and its history, the structure of congress and its role in foreign affairs, as well as the United States political system and its role in governmental structure, formulation of government policies, and foreign affairs.

U.S. Society. Encompasses his an understanding of major events, institutions, and movements in national history, including political and economic history; as well as national customs and culture, social issues and trends, and the influence of U.S. society on foreign policy and foreign affairs.

World History and Geography. Encompasses a general understanding of significant world historical events, issues, an developments, including their impact on U.S. foreign policy; as well as knowledge of world geography and its relationship to U.S. foreign policy.

Economics. Encompasses a general understanding of economic issues and the economic system of the United States.

Mathematics and Statistics. Encompasses a general understanding of basic mathematical and statistical procedures. May include calculations.

Management. Encompasseshis a general understanding of basic managerial principles, techniques, and methods.

Communication. Encompasses a general understanding of principles of effective communication and public speaking techniques, as well as knowledge of the media and media relations.

Computers. Encompasseshis a general understanding of basic computer operations such as preparing and using e-mail.

In addition, the job analysis indicated that greater or more in-depth knowledge is needed in some of these knowledge areas, depending on career track. The following knowledge areas,

while important for career tracks, varied somewhat in importance among career tracks:

United States Government. In-depth knowledge of specific aspects of the Constitution such as treaties and Constitutional influences on foreign relations, as well as general knowledge of U.S. national interests pursued abroad, such as human rights, promotion of U.S. trade, etc.

World Geography. General knowledge of the distribution of key natural resources in the world, as well as geographically based national rivalries and alliances.

Economics. Tgeneral understanding of the basic principles of economics, such as supply and demand.

Management. Basic understanding of psychology and human behavior, motivational methods and strategies, basic leadership approaches such as modeling, and Equal Employment Opportunity policies, regulations, and laws.

Communication. Knowledge of common sources of information such as newspapers, television, radio, the Internet, and published documents and government reports.

Computers. Knowledge of common computer applications, such as word processing, data management, and spreadsheets.